

REGULAR COUNCIL AGENDA

C-20/2023

Wednesday, November 1, 2023

9:00 AM

Town of Pelham Municipal Office - Council Chambers

20 Pelham Town Square, Fonthill

The Town of Pelham is holding hybrid meetings of Council and Committee in accordance with Procedure By-law 4507(2022). Public access to meetings will be provided in-person at the location indicated on the agenda, via Livestream: www.youtube.com/townofpelham/live and subsequent publication to the Town's website at www.pelham.ca.

Pages

- 1. Call to Order and Declaration of Quorum**
- 2. National Anthem**
- 3. Land Recognition Statement**

We begin this meeting by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

- 4. Approval of the Agenda**
- 5. Disclosure of Pecuniary Interests and General Nature Thereof**

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| 10. | Presentation and Consideration of Reports | |
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| 11. | Unfinished Business | |
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| 13. | Presentation and Consideration of By-Laws | 132 - 140 |
| | 1. By-law 60-2023 - Being a By-law to regulate outdoor swimming pools and hot tubs on private property in the Town of Pelham and to repeal By-law No. 3389(2013). | |
| 14. | Motions and Notices of Motion | |
| 15. | Resolution to Move In Camera | |
| | BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider a matter under Section 239 (2) of the Municipal Act, as follows: | |
| | (b) - personal matters about an identifiable individual, including municipal employees and (d) - labour relations or employee negotiations - 1 item (Consideration of Appointments to Advisory Committees) | |
| | (c) a proposed or pending acquisition or disposition of land by the municipality or local board (2 items - Ward 2); | |
| 16. | Rise From In Camera | |
| 17. | Appointment to Advisory Committee | |
| 18. | Confirming By-Law | 141 - 141 |
| 19. | Adjournment | |

REGULAR COUNCIL MINUTES

Meeting #: C-19/2023
Date: Wednesday, October 18, 2023
Time: 9:00 AM
Location: Town of Pelham Municipal Office - Council
Chambers
20 Pelham Town Square, Fonthill

Members Present: Mayor Marvin Junkin
Councillor Bob Hildebrandt
Councillor John Wink
Councillor Kevin Ker
Councillor Shellee Niznik
Councillor Brian Eckhardt

Regrets: Councillor Wayne Olson

Staff Present: David Cribbs
Bob Lymburner
Jason Marr
Teresa Quinlin-Murphy
Jennifer Stirton
Vickie vanRavenswaay
Barbara Wiens
Sarah Leach

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 9:00 a.m.

2. National Anthem

3. Land Recognition Statement

Councillor Wink read the land acknowledgement into the record.

4. Approval of the Agenda

Moved By Councillor John Wink

Seconded By Councillor Bob Hildebrandt

**BE IT RESOLVED THAT the agenda for the October 18, 2023
Regular meeting of Council be adopted, as circulated.**

Carried

5. Disclosure of Pecuniary Interests and General Nature Thereof

There were no pecuniary interests disclosed by any of the members present.

6. Hearing of Presentation, Delegations, Regional Report

6.1 Tax Write-Off Under Municipal Act, Section 357 & 358

No one appeared or submitted written comments.

Moved By Councillor Brian Eckhardt

Seconded By Councillor Kevin Ker

BE IT RESOLVED THAT Council receive the Taxes Written-Off Report from the Corporate Services Department; and

THAT Council approve the Taxes Written-Off Report in the amount of \$6,322.27 as per the Municipal Act, Sections 357 and 358.

Carried

7. Adoption of Council Minutes

Moved By Councillor Shellee Niznik

Seconded By Councillor John Wink

BE IT RESOLVED THAT the following minutes be adopted as printed, circulated and read:

1. C-1/2023 - Regular Council Meeting - October 4, 2023

Carried

8. Request(s) to Lift Consent Agenda Item(s) for Separate Consideration

9. Consent Agenda Items to be Considered in Block

Moved By Councillor Kevin Ker

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the Consent Agenda items as listed on the October 18, 2023 Council Agenda be received and the recommendations contained therein be approved:

9. Consent Agenda Items to be Considered in Block

9.1 Staff Reports of a Routine Nature for Information or Action

9.1.1 Q3 2023 Clerks Quarterly Report, 2023-0236-Clerks

BE IT RESOLVED THAT the Q3/2023 Clerk's Report be received for information.

9.1.2 Q3 2023 Corporate Services Quarterly Report, 2023-0223-Corporate Services

BE IT RESOLVED THAT the Q3/2023-0223 Corporate Services Department Report be received for information.

9.1.3 Q3 2023 Fire and By-law Quarterly Report, 2023-0233-Fire Dept

BE IT RESOLVED THAT the Q3/2023-0233 Fire and By-law Enforcement Department Report be received for information.

9.1.4 Q3 2023 Planning and Development Quarterly Report, 2023-0231-Planning

BE IT RESOLVED THAT the Q3/2023 Community Planning and Development Department Report be received for information.

9.1.5 Q3 2023 Public Works Quarterly Report, 2023-0226-Public Works

BE IT RESOLVED THAT the Q3/2023 Public Works Department Report be received for information.

9.1.6 Q3 2023 RCW Quarterly Report, 2023-0212-Recreation

BE IT RESOLVED THAT the Q3/2023 0212 Recreation, Culture and Wellness Department Report be received for information.

9.2 Information Correspondence

9.2.1 Pelham Cares Donation Thank-you Letter

BE IT RESOLVED that Council receive thank-you correspondence from Pelham Cares regarding Back to School donation, for information.

9.3 Advisory Committee Minutes for Information

9.3.1 Committee of Adjustment August 8 2023 Meeting Minutes

BE IT RESOLVED that Council received the August 8, 2023 Committee of Adjustment Meeting Minutes, for information.

Carried

10. Consent Agenda Item(s) Lifted for Separate Consideration, if any

11. Presentation and Consideration of Reports

11.1 Staff Reports Requiring Action

11.1.1 Eclipse Feasibility Report, 2023-0215-Chief Administrator Officer

Moved By Councillor John Wink
Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT Council receive Report #2023-0215 Eclipse Feasibility Report, for information;

AND THAT Council directs staff to make any appropriate emergency preparations, to obtain a limited supply of specialty glasses for operational purposes, to operate the routine children's day camps, but otherwise take no action to plan festivities or public events associated with the eclipse.

Carried

11.1.2 Centennial Washrooms Additional Budget Request, 2023-0238-Corporate Services

Moved By Councillor Brian Eckhardt
Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive the Memo entitled :
FAC 06-23 Centennial Park- Accessible Universal
Washroom Addition to Concession with Additional Budget
Request of \$137,500, for information;

AND THAT Council select one of the following options to
complete FAC 06-23 Centennial Park- Accessible Universal
Washroom Addition to Concession:

(1) approve the additional funds of \$137,500 from 2023
in-year surplus from Interest Revenue;

(2) Council cancels the project and return the two grant
funds in the amount of \$250,000.

Amendment:

Moved By Councillor John Wink
Seconded By Councillor Brian Eckhardt

THAT the motion be amended to strike Option 2.

Carried

Main Motion as Amended:

Moved By Councillor Kevin Ker
Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council receive the Memo entitled: FAC 06-23 Centennial Park- Accessible Universal Washroom Addition to Concession with Additional Budget Request of \$137,500, for information;

AND THAT Council direct staff to proceed with Option 1: Approve the additional funds of \$137,500 from 2023 in-year surplus from Interest Revenue.

Carried

12. Unfinished Business

13. New Business

14. Motions and Notices of Motion

14.1 Councillor Eckhardt - Canboro Road Rumble Strips

Moved By Councillor Brian Eckhardt
Seconded By Councillor Bob Hildebrandt

WHEREAS The Pelham Active Transportation Committee endorses and encourages cycling as an eco-friendly mode of transportation and recreational activity;

AND WHEREAS Canboro Road is highly utilized by cyclists;

AND WHEREAS rumble strips are not easily maneuvered by a bicycle;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to investigate the safety implications of removing the rumble strips from Canboro Road, between Effingham Street and Vinemount Drive and report back to Council by December 2023.

Carried

14.2 Councillor Hildebrandt - Platform Tennis Club Facility Water and Sewer Connection

Moved By Councillor Bob Hildebrandt
Seconded By Councillor Kevin Ker

WHEREAS Council for the Town of Pelham is dedicated to promoting exceptional quality of life, and values its people and their experiences;

AND WHEREAS sanitary sewer and water service connections were disconnected to the Platform Tennis Club Facility when the old Pelham arena was demolished;

AND WHEREAS on March 22, 2023, Council for the Town of Pelham approved funding in the amount of \$25,000, plus applicable taxes, for the installation of sanitary sewer and water service to the Platform Tennis Club Facility;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report reviewing the costing and time required for the two options available: (1) providing services from Welland Road or (2) providing service from the new, adjacent development

AND THAT Council direct staff to report back to Council in Q4 of 2023;

AND THAT staff be directed to include funding for sanitary sewer and water service connection to the Platform Tennis Club Facility in the 2024 Budget, for Council's consideration.

Carried

15. Resolution to Move In Camera

Moved By Councillor Shellee Niznik

Seconded By Councillor John Wink

BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider a matter under Section 239 (2) of the *Municipal Act*, as follows:

(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations (1 item - non-union)

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (1 item - Ward 1)

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (1 Item)

Carried

16. Rise From In Camera

Moved By Councillor Kevin Ker

Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council adjourn the In Camera Session and that Council do now Rise with Report.

AND THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of October 18, 2023.

Carried

17. Confirming By-Law

Moved By Councillor John Wink
Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the following By-law be read a first, second and third time and passed:

Being a By-law No. 59-2023 to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 18th day of October, 2023.

Carried

18. Adjournment

Moved By Councillor Shellee Niznik
Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for November 1, 2023 at 9:00 a.m.

Carried

Mayor: Marvin Junkin

Deputy Clerk: Sarah Leach

Recommendations of the Public Meeting under the *Planning Act* held October 11, 2023 – PCOW-09/2023

BE IT RESOLVED THAT COUNCIL HEREBY approves the following Recommendations Resulting from the Public Meeting under the *Planning Act* meeting of October 11, 2023:

- 1. THAT the agenda for the October 11, 2023, Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.**
- 2. THAT Committee receive Report #2023-0204 for information as it pertains to File No. AM-07-2023**

AND THAT Committee direct Planning staff to prepare the Recommendation Report on this topic for Council's consideration.

- 3. THAT Committee receive the applicant's presentation for information.**
- 4. THAT Committee receive the written correspondence as listed on the agenda.**
- 5. THAT Committee receive Report #2023-0214 Planning for information;**
AND THAT Committee direct Planning staff to prepare the Recommendation Report on the Housekeeping Zoning By-law Amendment to Town of Pelham Comprehensive Zoning By-law 4481(2022) for Council's consideration.
- 6. THAT Committee receive the written correspondence as listed on the agenda;**
- 7. AND THAT Committee receive the verbal presentations made by the public.**
- 8. THAT this Special Committee of the Whole, Public Meeting Under the Planning Act, be adjourned.**

Committee of the Whole Meeting
Public Meeting under the Planning Act
Minutes

Meeting #: PCOW-09/2023
Date: Wednesday, October 11, 2023
Time: 5:30 PM
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present: Mayor Marvin Junkin, Councillor Bob Hildebrandt,
Councillor Wayne Olson, Councillor John Wink,
Councillor Kevin Ker, Councillor Brian Eckhardt,
Councillor Shellee Niznik

Staff Present: Barbara Wiens, Shannon Larocque, Sarah Leach,
Lindsay Richardson, Jodi Legros

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:30 p.m.

2. Land Recognition Statement

The Mayor read the land acknowledgement into the record.

3. Adoption of Agenda

Moved By Councillor Bob Hildebrandt

THAT the agenda for the October 11, 2023 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

There were no pecuniary interests disclosed by any of the members present.

5. Planning Act Application: AM-07-2023 56 Philmori Boulevard

The Deputy Clerk read into the record the Notice Requirements regarding this application.

5.1 Planning Report and Presentation

Shannon Larocque, Senior Planner provided an overview of the application before Council. A copy is available through the Clerk.

5.1.1 AM-07-2023 - 56 Philmori Boulevard - Information Report, 2023-0204-Planning

5.2 Applicant's Presentation

The Agent, Nick Godfrey from Better Neighborhoods Inc. provided a short presentation to further explain the application. A copy is available through the Clerk.

5.3 Public Input

Ms. Leach, Deputy Clerk, indicated there were no pre-registered speakers. She checked the clerks@pelham.ca email address at 5:48 p.m. and confirmed no e-mails had been received with regard to the subject application. Ms. Leach indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and move to Committee input.

5.4 Committee Input

A Member of Council asked if there was fence type specifications. Ms. Barb Wiens, Director of Community Planning and Development, indicated the fence can be wood or chain-link but cannot have a gate to the natural area. The Member indicated they had no concerns with the application.

A Member of Council asked for clarification regarding the size of the easement area. Ms. Shannon Larocque, Senior Planner, stated the easement area is 1.5m on one side and 1m on the other and confirmed no building permitted.

5.5 Presentation of Resolutions

Moved By Councillor John Wink

THAT Committee receive Report #2023-0204 for information as it pertains to File No. AM-07-2023

AND THAT Committee direct Planning staff to prepare the Recommendation Report on this topic for Council's consideration.

Carried

Moved By Councillor Kevin Ker

THAT Committee receive the applicants presentation for information.

Carried

Moved By Councillor Shellee Niznik

THAT Committee receive the written correspondence as listed on the agenda.

Carried

6. Planning Act Application: AM-08-2023 Zoning By-law Housekeeping Amendments

The Deputy Clerk read into the record the Notice Requirements regarding this application.

6.1 Planning Report and Presentation

Lindsay Richardson, Policy Planner, provided an overview of the application before Council. A copy is available through the Clerk.

6.1.1 Information Report - Housekeeping Zoning By-law Amendment, 2023-0214-Planning

6.2 Public Input

Mr. Stephen Kaiser stated the definition of height inhibits architecture and may be counter-productive to the built form the Town wishes to achieve. Mr. Kaiser indicated height should be redefined to relate to a maximum number of floors and maximum ceiling height. Mr. Kaiser provided examples of inconsistencies across zones.

Mr. Kaiser concurred with the proposed changes to bicycle parking provisions but stated the proposal is still excessive. Mr. Kaiser identified that outdoor bicycle parking spaces appear to have a higher priority than accessible parking spaces.

Mr. Maloney stated his client objects to changes to minimum lot frontage and minimum lot area for semi-detached dwellings. Mr. Maloney stated provincial policy directs increased opportunities for residential development. He stated the changes produce the opposite effect and discourage residential development. Mr. Maloney stated semi-detached dwellings are smaller than single-detached dwellings and allow people to remain in their neighbourhood. Mr. Maloney recommended the Town defer decision of the housekeeping amendment until the Official Plan review process is complete.

Mr. Craig Larmour stated he represented the Greenhouse Growers Group. Mr. Larmour identified the greenhouse lot coverage restriction of 30%. Mr. Larmour indicated there exists an uneven playing field within the agricultural industry. Mr. Larmour stated that West Lincoln permits a 70% lot coverage whereas St. Catharine's has no restriction for greenhouse lot coverage.

Mr. Larmour indicated that while property owners could come forward with a zoning by-law amendment or variance request, this process invites public scrutiny of the operation. He further identified the associated cost and time for either application.

Ms. Leach, Deputy Clerk, indicated she checked the clerks@pelham.ca email address at 6:25 p.m. and confirmed no e-mails have been received with regard to the subject application. Ms. Leach indicated the public comment portion of

the application could be closed. The Committee agreed to close the public portion of the meeting and move to Committee input.

6.3 Committee Input

A Member of Council expressed an understanding that 70% lot coverage would be desirable for greenhouses due to factors such as climate change. The Member asked the rationale for the 30% restriction. Ms. Wiens stated the Official Plan has contained this restriction since 2014 and requires Zoning By-law conformity. The Member asked the process to amend the Official Plan. Ms. Wiens advised of the process and recognized the disconnect in timing between the Official Plan review and the housekeeping Zoning By-law amendment. Mr. Larmour stated that a 70% request seemed reasonable but indicated that some areas have no restrictions.

A Member of Council expressed agreement that hoop houses and greenhouses are separate entities due to their permanent nature. The Member identified the need for Official Plan conformity.

A Member of Council asked for the official plan amendment process. Ms. Wiens stated an application would need to be made. Ms. Wiens indicated that council could also initiate an amendment. Ms. Wiens provided the comprehensive process and indicated it could last between 6 months and a year. Ms. Wiens advised that the Greenhouse Growers Group is aware of the amendment process and had not initiated it.

A Member of Council asked if approving the housekeeping Zoning By-law amendment would create an Official Plan roadblock in the future. Ms. Wiens assured it was not a roadblock and stated it is unknown the rationale for the 30% lot coverage at the time of adoption in 2014. Ms. Wiens stated that the right number for lot coverage will need to be evaluated, as well as input collected from other stakeholders to ensure there are no adverse impacts.

A Member of Council affirmed the need to follow process to avoid conflict. The Member noted the slight difference in timeline between an Official Plan amendment and the new Official Plan. The Member suggested an Official Plan amendment process was not the most efficient use of time and resources as a review is underway.

A Member of Council asked for clarification on the definition of height. Ms. Wiens indicated that clarifying the measure of height is an intention of this amendment.

A Member of Council asked for the lot frontage of semi-detached dwellings. Ms. Wiens referred to the requested amendment and indicated the rationale stemmed from public feedback.

A Member of Council expressed satisfaction in Staff's recommendation regarding semi-detached dwellings as Pelham

appeared more permissive than other municipalities. Another Member of Council concurred with the comments and agreed that semi-detached dwellings should have the same parameters as single-detached dwellings.

For apartment dwellings in the Institutional Zone, a Member of Council requested consideration of an increase in lot size to 2000 sm, reduced maximum lot coverage to 40% and an increased minimum side yard setback to 7.5m. In the RM2 Zone, the Member requested consideration of an increased landscape strip requirement of 3m. Another Member of Council supported the recommendations for the Institutional Zone.

A Member of Council asked if the proposed amendment conflicts with the recently passed Hen By-law. Ms. Wiens stated the intent is not to create conflict and assured the item would be reviewed with the Solicitor. A Member suggested defining species as opposed to using generic terms.

6.4 Presentation of Resolutions

Moved By Councillor Brian Eckhardt

THAT Committee receive Report #2023-0214 Planning for information;

AND THAT Committee direct Planning staff to prepare the Recommendation Report on the Housekeeping Zoning By-law Amendment to Town of Pelham Comprehensive Zoning By-law 4481(2022) for Council’s consideration.

Carried

Moved By Councillor Bob Hildebrandt

THAT Committee receive the written correspondence as listed on the agenda;

AND THAT Committee receive the verbal presentations made by the public.

Carried

7. Adjournment

Moved By Councillor John Wink

THAT this Special Committee of the Whole, Public Meeting Under the Planning Act, be adjourned.

Carried

Mayor: Marvin Junkin

Deputy Clerk: Sarah Leach

Subject: Centennial Park Safety Enhancements

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0240 – Centennial Park Safety Enhancements, for information.

Background:

At its regular meeting of October 4, 2023, Council endorsed the following motion:

WHEREAS Council for the Town of Pelham is dedicated to implementing infrastructure enhancements;

AND WHEREAS Centennial Park experiences high usage;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report addressing potential infrastructure enhancements, including, but not limited to, the installation of pedestrian sidewalks, speed bumps, bollards, barriers, parking lot resurfacing, and the exploration of an alternative egress point;

AND THAT Council direct staff to report back to Council in Q4 of 2023;

AND THAT staff be directed to include funding for the implementation of infrastructure improvements at Centennial Park in the 2024 Budget, for Council's consideration.

This report serves to provide Council with several possible safety enhancements that may be implemented in future budgets, as well as works already planned to take place in 2023 to improve the safety of visitors of Centennial Park in the Village of Fenwick.

A preliminary design drawing of the proposed safety enhancements to Centennial Park are attached to this report as Appendix A.

Analysis:

A number of safety improvements were identified previously by staff to be implemented within Centennial Park in 2023. These include the installation of a

pedestrian sidewalk and the placement of parking stall curbs along the parking spaces on the west side of the parking lot fronting the play structure and splash pad.

A sidewalk has recently been installed along the north side of the driveway entering the park from the sidewalk fronting Centennial Park to provide pedestrian access to the play structure and splash pad. The sidewalk placement maintained a 1m wide grass boulevard between the pavement and sidewalk. The cost of the sidewalk installation was \$17,000 and was completed under project 2023-PW-11.

There are seventeen parking stalls along the west portion of the parking lot that front the play structure including fifteen standard parking stalls and two accessible stalls. Parking stall curbs cost approximately \$35 each for a total cost of \$595. With the completion of the line painting program, staff plans on installing the parking stall curbs prior to November 1, 2023. The addition of parking stall curbs will improve the safety of the area between the parking lot and play structure and negate the need for bollards in this area.

Speed bumps are vertical obstructions measuring between 75mm and 100mm in height, 300mm in width, and 3m in length. Speed bumps are often designed for vehicle speed between 20km/h and 30km/h making them an acceptable form of traffic calming within a parking lot.

Currently, three sets of speed bumps have been installed between Church Street entrance and the park gates to the east of the concession building, and one-speed bump between the gate and the east extent of the parking lot (Pickleball Courts). This speed bump is adjacent to a stone parking lot where vehicles have been observed bypassing the speed bump without any reduction in speed.

Speed bumps are typically built with hot-mix asphalt material and can be installed by staff for a cost of \$200 per bump including material and staff time. Additional speed bumps will not produce their intended purpose without the installation of raised concrete medians to restrict drivers from simply bypassing them through parking lots or spaces. Vehicles swerving to bypass speed bumps result in a decrease in safety for other park visitors.

To further calm traffic through the first parking lot, approaching the concession building from Church Street, staff recommend the installation of a raised concrete median at the end of the middle row of parking stalls with the addition of one additional speed bump. The total cost of this proposal is \$3600 and can be completed through the annual facilities capital concrete and asphalt repair project in 2024.

Council has received a request from Pickleballers to pave the stone parking lot in response to dust as well as vandalism in the form of gravel being thrown from vehicles doing donuts in the back portion of the park. Staff estimate the cost of paving and developing the stone parking lots in the easterly portion of the park to be \$350,000. The result of this project will be increased parking capacity as stalls will be marked and orderly, as well as the channelization of vehicular traffic traversing the park using barrier curbs or raised medians, disallowing the by-passing of speed bumps. Centennial Park currently has 49 marked parking stalls with an unknown capacity in the stone areas. Developing the stone parking lots has the potential to increase this to 165 marked stalls. It can be noted on the attached preliminary drawing that there are increases in accessible parking stalls and some general reworking of the existing lot due to AODA compliance and the removal of stalls for the new washroom addition. This would be a new project as it is not currently in the capital budget forecast, as such staff require Council direction.

The only location available for an alternative means of vehicular access or egress to the park is a stone pathway located between Centennial Diamond 3 and the Pickleball Court. The path is restricted for use by vehicular traffic other than for the purposes of emergency access. The path leads from the park to the rear parking lot of Fire Station 2 which is used by firefighters and fire apparatus during an emergency response.

The path is constructed as a single lane of crushed stone for the purpose of emergency access only. The path is adjacent to wetland areas, regulated waterways, and natural wooded areas. Constructing the road to the standard required for public use would include widening the road into these protected areas and wetlands, extending the existing culverts, addition of guardrails over the existing culverts, and the removal of several trees. An Environmental Impact Study (EIS) would be required to evaluate the impacts on the natural environment and to identify potential mitigation measures to address those impacts during construction and after construction. The cost of an EIS would be in the range of \$125,000 - \$150,000 and would be required to be included in future capital budget approvals. The design and construction of a new access driveway/roadway would be significantly higher and would be required to be included in future capital budget approvals.

Staff does not support utilizing this path beyond its intended function as emergency access only. Vehicular use of this path by park visitors, or event attendees as alternative access or egress of the park creates unsafe conditions and conflicts for both firefighters and visitors and will inevitably cause delays in emergency response. This situation becomes exponentially worse during events held at the park.

Other safety enhancements include the installation of 20km/h speed limit signage along the park entrance laneway and the installation and/or replacement of bollards between the parking lot and open areas. Speed signs and posts cost around \$125 each to purchase and install. Bollards made from 6" x 6" pressure-treated lumber have the same approximate costs. Both items are considered minor expenses and can be supplied through existing operating budgets.

Financial Considerations:

Cost estimates for safety enhancements are found in the analysis section. With the exception of paving and developing the stone parking lots or improving the existing emergency access route through Fire Station 2 to a full access route, all other enhancements provided above can be undertaken within existing capital budget requests and operating budget allotments.

Alternatives Reviewed:

Staff reviewed a suggestion received regarding the installation of a fence between the play structure/splash pad and the driveway keeping children from running into the laneway. While a fence may provide an added barrier between these facilities and the driveway, it restricts the freedom of play and access to open areas, the splash pad, and the play structure from the sidewalk, forcing visitors to travel beside the driveway for a longer distance. Installation of gates or openings along the length of the fence negates the intended purpose. The driveway is approximately 75m in length. The estimated cost of installing a fence along this length ranges between \$20,000 for a decorative fence and \$5,500 for a coated chain link, and either would require future budget approval.

Staff do not support the installation of a fence in this area. Fencing is not used in any other park in Pelham for the purpose of providing a safety barrier between vehicular traffic and a playground area. Further, the location of underground electrical services, the placement of a sidewalk, and the existing line of trees result in the location of the fence being restricted to an area known to be utilized by a number of visitors for sitting or picnicking in the shade next to the splash pad.

Staff investigated the potential installation of centre and edge line treatment in the form of flexible bollards along the entrance to the park. It was determined that the narrow lane width does not support this type of traffic calming treatment and speed bumps are already employed along this length of laneway.

Strategic Plan Relationship: Infrastructure Investment and Renewal

The Town of Pelham is dedicated to implementing infrastructure enhancements. Centennial Park accommodates a variety of users of varying ages and safety is an important consideration in the design, layout, and functionality of the various

recreational facilities within the park as well as movement through the park. Staff continuously work to identify safety issues and resolve them. However, park users also have a responsibility to behave safely and be aware of others in the park.

Consultation:

The Director of Community, Planning, and Development, Director of Fire and Bylaw Services/Fire Chief, Director of Recreation, Culture, and Wellness, and Director of Corporate Services were consulted in the authoring of this report.

Other Pertinent Reports/Attachments:

Appendix A – Preliminary Parking Lot Design Drawings

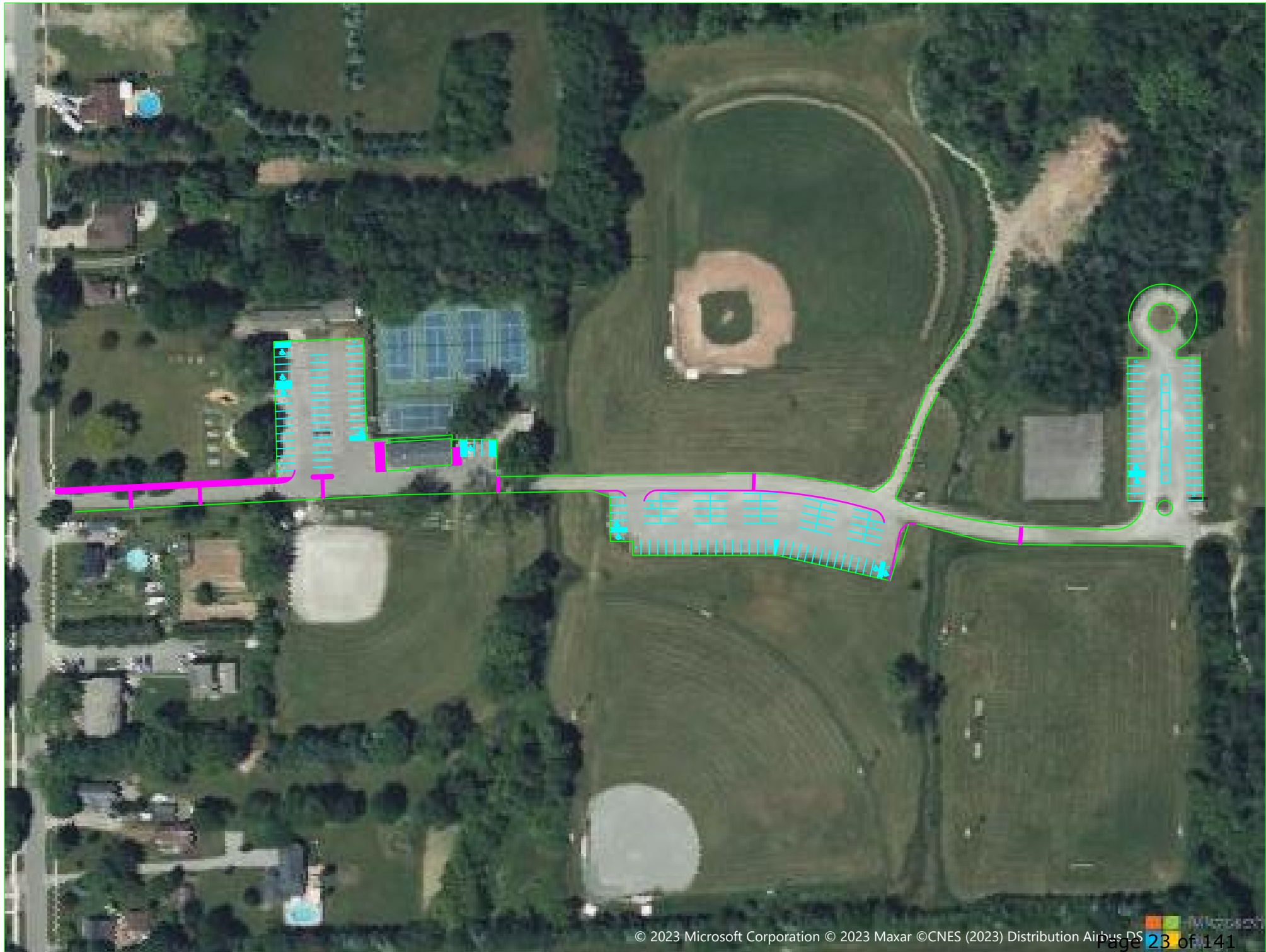
Prepared and Recommended by:

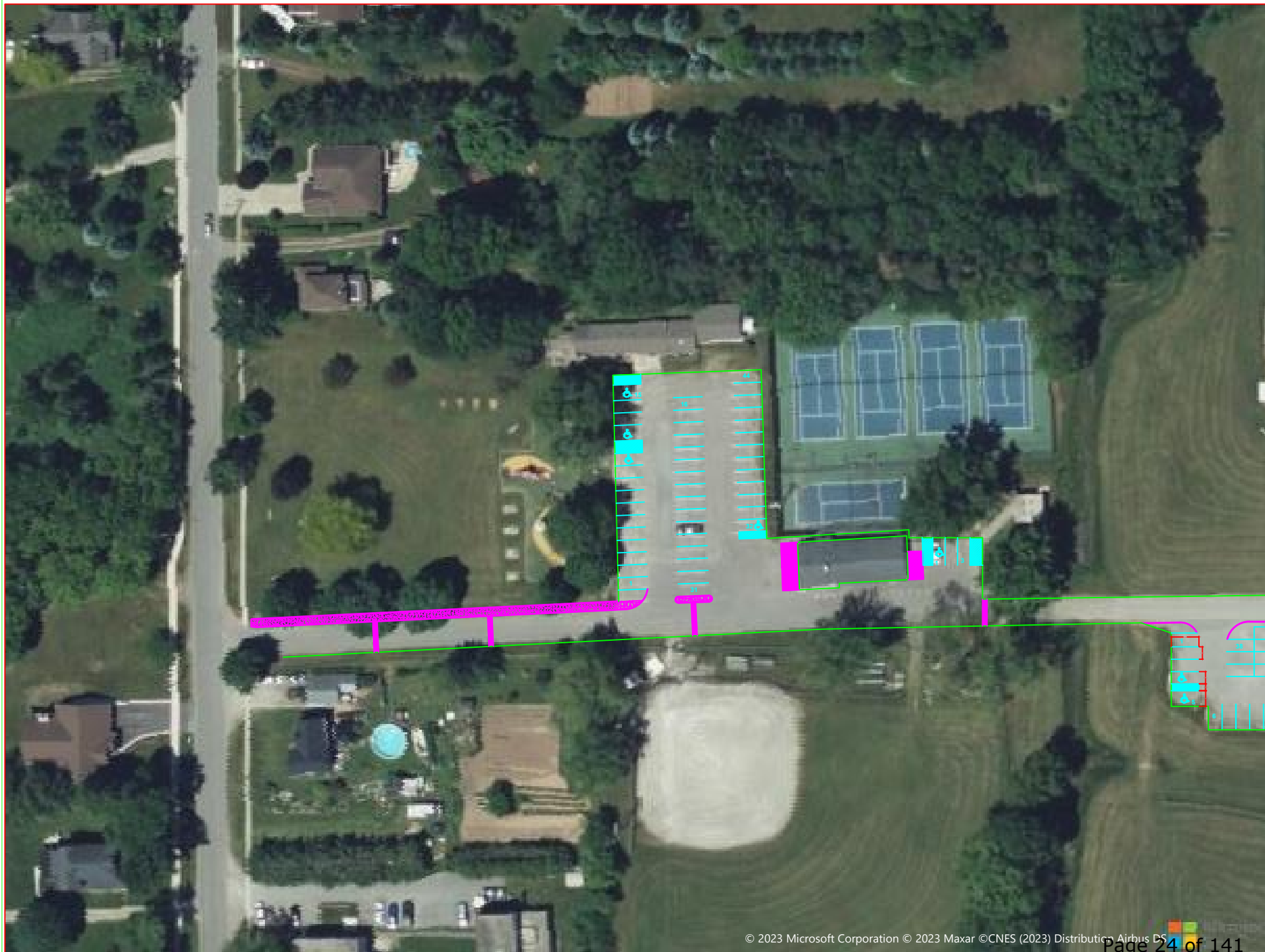
Ryan Cook, Dipl. M.M., CRS
Manager of Public Works

Jason Marr, P. Eng.
Director of Public Works

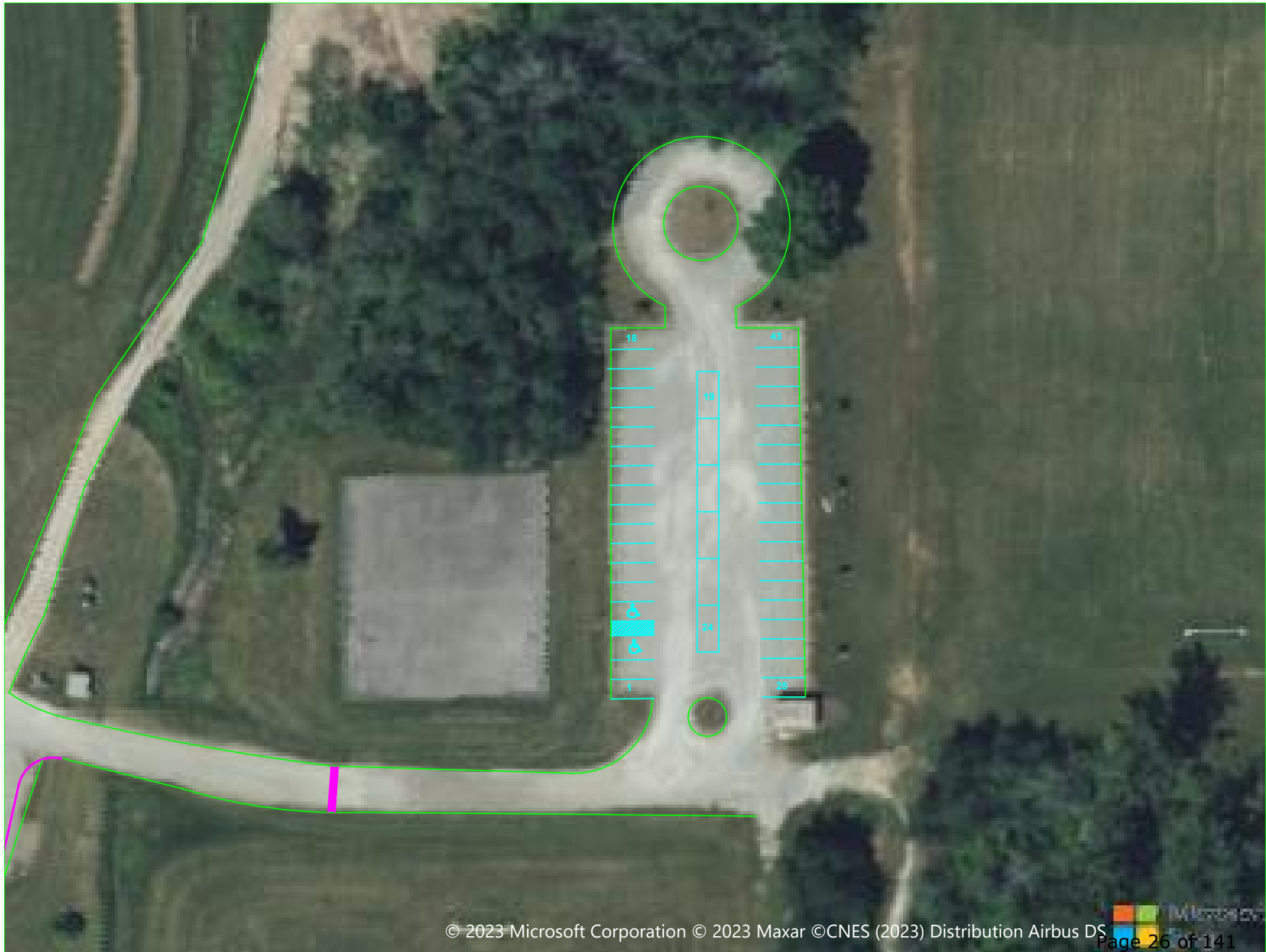
Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer









Administration

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October 23, 2023

CL 14-2023, October 19, 2023

PEDC 10-2023, October 11, 2023

PDS 30-2023, October 11, 2023

LOCAL AREA MUNICIPALITIES

SENT ELECTRONICALLY

Areas of Strategic Focus for Shared Services

PDS 30-2023

Regional Council, at its meeting held on October 19, 2023, passed the following recommendation of its Planning and Economic Development Committee:

That Report PDS 30-2023, dated October 11, 2023, respecting Areas of Strategic Focus for Shared Services, **BE RECEIVED** and **BE CIRCULATED** to Local Area Municipalities for information.

A copy of PDS 30-2023 is enclosed for your reference.

Yours truly,



Ann-Marie Norio
Regional Clerk

js

CLK-C 2023-122

cc:

M. Robinson, Director, Strategic Transformation Office

M. Sergi, Commissioner, Growth, Strategy and Economic Development

N. Oakes, Executive Assistant to the Commissioner, Growth, Strategy and Economic Development

Subject: Areas of Strategic Focus for Shared Services

Report to: Planning and Economic Development Committee

Report date: Wednesday, October 11, 2023

Recommendations

1. That Report PDS 30-2023 **BE RECEIVED** for information; and
2. That this report **BE CIRCULATED** to Local Area Municipalities for information.

Key Facts

- The purpose of this report is to provide an update on the initial key areas of focus of the newly created Strategic Transformation Office, related to support of the Area Chief Administrative Officers (CAOs) Shared Services Working Group.
- Initial timelines for the first phases of shared services activities are included, considering recent provincial announcements and advocacy efforts.
- Significant successes in shared services have been achieved to date involving every Niagara municipality and will continue under the guidance of the Area CAOs.
- Although a long list of shared service opportunities exist (see Appendix 1), focusing on supporting provincial objectives of more efficient government and building more homes faster remain primary factors in identifying the initial set of focus projects.

Financial Considerations

All costs associated with supporting, executing or implementing any new shared service initiatives recommended by the CAO Working Group which require Niagara Region investments or interventions would be the subject of subsequent reports to Council if undertaken outside of identified operating budgets – specifically that of the Strategic Transformation Office.

Staff continue to monitor federal and provincial grant opportunities as a possible offset for the exploration and execution of new, high impact or high complexity shared services initiatives. For example, the Region's pre-budget advocacy to the province,

along with recent efforts at the Association of Municipalities of Ontario (AMO) conference, includes a request that the Ministry of Municipal Affairs and Housing reintroduce and expand the Municipal Modernization Program so that it applies to regional governments and two-tier shared services arrangements.

In some cases, contributions from specific municipalities to undertake work that exclusively affects them may also be considered, much like the shared commitment to resource a dedicated Project Lead to support the shared services initiatives referenced herein and previously approved in CAO 2-2021.

Analysis

Background

In March 2023, the Strategic Transformation Office (the Office) was established under the new Growth, Strategy and Economic Development Department, to provide the Corporation with dedicated staff who will operate as a project office to deliver on large scale, key Regional Council and corporate strategic transformational priority objectives. These objectives are defined as having widespread impact to the community and generally require a great deal of engagement and support from Niagara municipalities, as well as various other levels of government. The focus of the Office is to work on projects that change how Niagara Region operates and conducts business, so that services are delivered to residents in the most efficient manner possible.

One of the key priority areas of focus for the Office is assisting with identifying, coordinating, facilitating, and/or enabling more shared services opportunities between and among Niagara's municipalities, using dedicated staff and resources. With Niagara's CAOs having established a Shared Services Working Group dating back to pre-pandemic efforts, the new Office will act as a support to identify opportunities to work with them to drive results between parties. As referenced in report PDS 10-2023 and further examined below, some of this work may include projects or partners that do not include Niagara Region or are limited to only a few municipalities for a variety of reasons, further demonstrating that shared services are being prioritized across all municipal partners, in addition to any which may involve both the Region and municipalities together. A significant number of successful shared services arrangements have been achieved over the years, led by Niagara's CAOs and municipal senior staff efforts, employing a combination of arrangements ranging from formal to informal.

Successes

Niagara's CAOs have been pursuing shared services – both in terms of shared services amongst area municipalities (i.e., libraries, fire services), as well as between the Region and municipalities (i.e., transit, financial management software) – to make services more seamless and cost-effective, and processes more efficient for residents and business. Previous studies by KPMG and StrategyCorp dating back to recent pre-pandemic initiatives identified numerous additional opportunities with potential for shared service arrangements, which are further documented in reports brought to Regional Council and referenced in Appendix 1.

Shared services can be defined in a number of ways, the categories of which have been examined in prior reports to Council (see CAO 2-2021, CAO 2-2023) and cover formal initiatives like fee-for-services secured under Service Level Agreements, consolidation of services into a single delivery or governance regime, or Niagara Region and municipally led procurements where 'piggyback' clauses are secured to allow for additional partners to join; to more informal types of shared services like mutual aid-type business continuity arrangements between smaller municipalities, collaborative Communities of Practice to share knowledge and best practices, and include more visible public collaborations on coordination of advocacy and relationships with upper orders of government on large projects involving multiple municipalities. Shared service examples encompass both front-of-house, resident-facing services (e.g., fire services, transit) and back-of-house, administrative services (e.g., financial management software, joint compliance audits).

To the credit of many Area Municipalities, a variety of shared services varying in scope, complexity, financial and operational savings, have already been actioned from shared fire service pilots, mergers of libraries, amalgamation of transit, and coordination of animal control services among many others. Although not an exhaustive list, the following are some examples of some of Niagara's shared services successes to date.

Integrated Transit

Recognizing the need for better coordination of service planning, connectivity to the GO Transit network, more consistent service for riders, better longer-term resourcing, and an equitable funding model to enable growth of the system to service all 12 municipalities, a new transit system for Niagara was launched in January 2023. Prior to the amalgamation, transit had been delivered separately and independently at both the

regional and local levels by more than five separate municipalities operating under ten distinct brands. Now operating as Niagara Region Transit, transit has been integrated into a single organization that now operates public transit across Niagara, as an arms-length entity of Niagara Region, serving all 12 municipalities.

Coordinated Financial Management Software

A number of municipalities have financial systems that have exceeded their lifespans and must be replaced. With differing sizes, scope and needs, two models have been identified for this work – a larger system wherein partners share the Region’s provider and utilize the Region as backend support; and a smaller scale system wherein municipal partners have procured the same system vendor and share troubleshooting, software administration and staff resourcing.

In June 2022, Regional Council endorsed a staff proposal to share its financial management system with the City of St. Catharines, complete with an implementation workplan, project agreement, and a shared service agreement, so that Niagara Region would become St. Catharines’ financial management software and support provider. This work is underway and is projected to launch in 2024. Alternatively, multiple municipalities have undertaken a joint procurement to acquire Diamond software to create better buying power, shared resources, and appropriate cost containment for the financial needs of their municipalities.

Shared Fire Service Pilot

In October 2021, the municipalities of Grimsby and Lincoln entered into a shared fire service pilot, establishing the Niagara West Fire and Emergency Services to serve the two neighbouring communities. A single fire department was created and a Joint Advisory Committee consisting of members of Council from both municipalities was established to oversee and provide governance to the service area. A Fire Master Plan was carried out through a third party. The pilot received national recognition in 2022 when it was presented with the Collaboration Award of Excellence from the Canadian Association of Municipal Administrators.

Merged Library Services

In April 2022, Lincoln and Pelham successfully merged their library systems. Building upon initial successes with collective purchasing and reciprocal borrowing agreements, the municipalities now share services, programs, and staff. This has improved service

delivery through resource sharing, reduced duplication of roles, and enabled increased allocations to front-line staffing and social programs.

Joint Procurement for Animal Care and Control Services

In 2021, the Towns of Grimsby and Niagara-on-the-Lake released a joint Request for Purchase (RFP) for animal care and control services. By doing so, both municipalities were able to maximize economies of scale and streamline services, resulting in 40 percent savings. Other municipalities have indicated an interest in participating in the coordinated animal care and control service through a piggy-back clause once their existing contracts expire.

Municipal Elections and Municipal Act Legislation

In the last few municipal elections, including the 2022 municipal election, all Area Municipalities and the Public and Catholic school boards, have partnered in a Joint Election Compliance Audit Committee to gain efficiencies establishing Election Compliance Audit Committees as required under the *Municipal Elections Act*. This partnership allowed every municipality and the school boards access to one committee for this function as opposed to each being required to set up their own. There was also a joint RFPQ to secure an auditing firm in the event any compliance audit applications were granted and subject to an audit, preventing the need for a municipality who required an Auditor to seek one themselves.

A partnership was also formed to provide communication to the municipal and school board elections. “Niagara Votes” was a website set up as a “one stop shop” for all Niagara residents to access information for the 2022 municipal election and was in place for the 2018 election as well. Sharing these resources allowed all municipalities to expand the reach of their prescribed notices and engagement efforts, ensuring a unified, consistent approach to key messaging.

Additionally, a number of municipalities participated in a joint RFP to procure an electronic voting system. This minimized duplication of efforts, increased services at a reduced rate and ensured consistent customer service delivery across the participating municipalities. Niagara’s Area Clerks will be exploring this initiative further in the ramp-up to the next municipal election.

Niagara Region has also shared services with respect to obligations under the *Municipal Act* with regard to accountability and transparency. The Region’s RFPs for

both Integrity Commissioner Services and Lobbyist Registrar Services included provisions allowing municipalities to secure their own contracts with the Region's provider at the rate the Region pays for these services. This approach has provided an opportunity for area municipalities to secure these services without needing to go through a lengthy RFP process.

Shared Planning Services

With the passing of Bill 23 and the impending removal of Niagara Region as a municipality with planning authority, there will be a change in how planning services will be delivered in Niagara once a proclamation date is announced. In anticipation of this change, the CAOs and Planning Directors across Niagara's municipalities interested in developing a new model have come together to create a planning service agreement that supports the changes to provincial legislation and will assist municipalities in delivering planning services in a timely manner and ultimately lead to increasing Niagara's housing supply. Due to scale and budget constraints, not every municipality can hire the dedicated resources for some of the planning review functions, nor perhaps has the need for a full-time expert resource in some area of the planning review responsibilities. As a result, a planning service agreement has been tailored to each participating municipality to ensure they are equipped to undertake these additional planning responsibilities when proclamation occurs.

Having the ability to purchase a wide array of planning services from Niagara Region means the net new amount of planning support needed to ensure a smooth transition is minimized and is much more efficient and cost effective. Niagara has developed an innovative response to this change in planning authority, one that is flexible and optimal for service delivery for the specific context of Niagara and was achievable based on a long history of clearly defined responsibilities and delegating planning approvals to local area municipalities. Over the next few months participating municipalities are bringing reports seeking endorsement from their respective Councils.

IT Services

IT Solutions at Niagara Region continues to provide both formal and ad hoc shared services to both local area municipalities and the general broader public sector in Niagara. Specifically, Niagara Region IT Solutions provides Data Center Hosting services, GIS Web Map Hosting, and 911 Data services for several municipalities. Additionally, there have been shared procurements for software and services for all

municipalities (e.g., ESRI Enterprise Agreement, Arial Photography). Other examples of shared services in IT include Niagara Region hosting and managing Time and Attendance software for St. Catharines and is in the process of implementing a hosted PeopleSoft ERP solution for St. Catharines. Niagara Region also provides ad hoc staff augmentation (technical, leadership and advisory) to municipal partners to help address both short and long-term challenges.

These highlighted projects are examples of the ways that Niagara's municipalities are innovating and sharing resources and services to streamline the work delivered for business, residents, and visitors. Several are pilot projects which have proven successful and will become permanent partnerships going forward. Some, like transit, are completed projects, while other initiatives can expand to include more municipalities within new, successful shared service arrangements.

However, to continue to make further strides and deliver on the mandate to share more services, dedicated and focused resources are required to be able to implement additional targeted opportunities. At the Area CAO meeting held June 9, a number of municipalities identified continued pursuit of shared service opportunities as being prominent in their respective Council Strategic Plans; ensuring a renewed and sustained commitment to not only update the existing shared services initiatives workplan with current status of the existing projects (i.e. pilots, contracts, limited arrangements) but more strategically, to also determine which of those have been successful, can be extended or expanded, and in turn focus effort on what new initiatives will come next with the support of the new Office.

As a result of ongoing engagement with the Area CAOs, several priority projects rise to importance based on two key objectives, shared between the Province, Area Municipalities and Regional Council alike: achieving efficiency and effectiveness, including taxpayer affordability; and increasing housing opportunities capacity to get more homes to be built as quickly as possible. Larger projects will focus on improvements to systems and processes that will have a direct impact on delivering more homes, while less complex initiatives which affect more back-of-house administration, will focus on more efficient government services and adding capacity.

Next Steps

Appendix 1 identifies a long list of opportunities derived from multiple sources including the 2020 KPMG Sustainability Review, the StrategyCorp report commissioned by the Area CAOs (referenced in CAO 2-2021) and most recently, identified priorities of the Area CAO Working Group. To focus efforts, align with provincial priorities and work collaboratively with all partners, specific projects have been identified as being able to have high impact, high likelihood of success, and impacting these provincial objectives of efficiency of government and increasing housing supply. As previously mentioned, not all municipalities may be appropriate for each of these initiatives and in many instances, could simply result in a few municipalities working together on a service, in addition to larger Niagara-wide projects like a single tier water/wastewater model.

It is important to note that in the effort to identify and advance a service, process or program through a lens of potential for sharing in its resourcing or delivery between parties, some services may prove to have factors which do not enable it to proceed. In identifying shared service opportunities to explore, the CAO Working Group is not committing these projects to decision or implementation, but rather identifying the opportunities to initiate and proceed to the business case phase through further research, sensitivity analysis and/or process review. Some projects (and any subsequent changes) are entirely within staff's administrative delegated authority and can proceed (or not) on a case-by-case (or municipality-by-municipality) basis. Others may require Council or even provincial intervention to proceed. To be clear – a project identified as an opportunity to review, research and/or mobilize staff to explore further does not indicate a decision has in any way been made to take a position in any direction nor enact any specific changes; rather it signals that work is being undertaken to explore if opportunities to enact change may or may not exist based on the current status quo.

Based on the two shared provincial objectives of more efficient and effective government and increasing housing supply, the first initiative identified by the Area CAOs to explore is a coordinated building services model across the region. This examination would encompass improved building permit and inspection processes, thereby directly addressing the efficiency of municipal government in increasing the housing supply more expeditiously. Other more Niagara-specific benefits to this work will be examining how shared resources could also address an important area of concern as it relates to business continuity and reduced inter-municipal competition for the same labour pool, expertise and skills which is a critical concern for some CAOs.

In September 2021, the Region facilitated a kickoff meeting with the Area CAOs and Chief Building Officials (CBOs) to examine delivery of building services functions for interested municipalities with local capacity to carry out building inspections. The objective was to address recruitment challenges for specialized CBO positions, where limited individuals with specific skills move to other municipalities creating vacancies and in turn create significant staffing pressures on those left without any capacity; to maximize opportunities for resource sharing and workflow; to improve access to a wider array of qualified inspectors; and to provide access to resources for surge capacity where needed to assist neighbouring municipalities.

In support of these efforts, CBOs sought external legal advice and subject matter experts to assess the governance models that can be pursued in accordance with the *Building Code Act* and *Municipal Act*, and to determine business model options that would support equal or improved customer service levels. In September 2022, Niagara's CAOs endorsed moving forward with this preliminary work, although progress had halted. In keeping with direction provided by the Area CAOs in recent meetings, the Strategic Transformation Office will immediately pick up where prior efforts paused. Maximizing resources and workflow while being able to provide for surge capacity demand will all contribute to efficiency and effectiveness of Niagara's building inspections and will also help to create consistency in building inspection processes across the region. Additionally, achieving efficiency in the building inspection process will help to build homes and employment faster.

It is also worth noting that delivery of water and wastewater services in a consolidated model has also been identified as a critical way in which Niagara could advance the provincial objective of building more homes faster and increasing housing supply. Although a critical underpinning of the support infrastructure needed to enact more homes, it is also recognized that three prior attempts to proactively pursue a single tier water/wastewater model have not resulted in success. This service is one example of where provincial intervention could assist through legislation to support any movement toward a consolidated model.

In keeping with the objective of efficiency and effectiveness of municipal services, particularly with an eye toward ensuring best value for taxpayers, Area CAOs have identified other significant projects to pursue including a review of road maintenance services, opportunities for joint procurement process and policy governance, and expanding on joint procurement of even more goods and services.

Smaller, less complex projects that will improve administrative effectiveness and efficiency have been classified as 'policy alignment' projects. These projects will involve several or few municipalities depending on need and be in more of an opt-in/ opt-out scenario. The projects are also relatively smaller in scope and scale and will be completed much more quickly. With a long list of opportunities, once one is completed the next one will be initiated. Policy alignment projects include opportunities where municipalities have identified gaps in resources, capacity, and/or establishing policy baselines or policy revisions for example. Those at or near the top of the list of policy alignment opportunities include IT policies, including increased cybersecurity defence (depending on scope this may rise to the more complex category); climate change; accessibility compliance; diversity, equity and inclusion; crime prevention through environmental design; corporate communications; human resources; and health and safety. These opportunities range from required to discretionary and do not affect every municipality equally hence smaller groups looking at these policy alignments.

Lastly, it is important to note that no outcomes, models of delivery, or specific municipal participation has been committed to at this time. The above are the identified list of priorities for the next steps in work on shared services, with building services alignment and road maintenance services being the two most critical and impactful projects to be explored. Policy changes, while equally important but less tangible for the public, will be undertaken systematically and based on consensus and need, invoking participation from relevant municipalities on a case-by-case basis.

In terms of timing, the CAO Working Group has been meeting regularly and are committed to advancing the identified priorities immediately. The Strategic Transformation Office, in partnership with Area CAOs, will commence work on laying out the workplans for various initiatives and resourcing required for each. Recent AMO delegations have secured follow up with the Ministry of Red Tape Reduction, who were not only interested in Niagara's efforts to pursue further shared services to support provincial objectives but were also keen to understand Niagara's specific efforts to advance these in a meaningful way. Additionally, with the provincial government initiating its governance structure and service delivery review via legislative committee, the timing of efforts to continue with additional shared services initiatives could not be more appropriate or relevant.

Alternatives Reviewed

Regional Council has identified a more Effective Region as a core Strategic Priority, including specific deliverables related to identifying, advancing and implementing shared services. Creating dedicated resources via the Strategic Transformation Office to support the Area CAOs who have identified numerous areas of focus for the path ahead on exploring more shared service opportunities, will allow for measured success in meeting shared Niagara and provincial objectives for more effective government and increasing housing supply.

As an alternative, other priorities could certainly be identified for exploration; however, having buy-in from Niagara's CAOs on the focused priority projects allows for a coordinated, engaged and collaborative path forward wherein each can bring information to their respective Councils as needed or as appropriate, assign senior staff or subject matter experts to support the work, or to positively lead the contributions on behalf of their municipality. The list of identified priorities is long, and the CAO Working Group has attempted to narrow that for results. It is not a static list, nor will it be exhaustive. As projects are initiated and explored, new and emerging ones will take their places as the Area CAOs continue to work through these opportunities and seek ways to meet their common objectives.

Relationship to Council Strategic Priorities

The proposed shared services work is directly related to Council's Strategic Priority of an Effective Region and advances Objective 1.1 "Implement continuous improvement and modernized processes to ensure value-for-money in regional services and programs"; and Objective 1.2 "Explore and implement opportunities to improve service delivery outcomes through shared services".

The continued pursuit of shared service opportunities to transform service delivery also advances the Guiding Principles of fiscal responsibility; innovation; sustainability; partnerships; and transparency and accountability.

Other Pertinent Reports

| | |
|-------------|--|
| PDS 10-2023 | Strategic Transformation Office – Overview and Priorities |
| CAO 2-2023 | Update on Shared Services Initiatives |
| CAO 2-2021 | Update on Shared Services Initiatives by the CAO Working Group |

Prepared by:

Matt Robinson
Director, Strategic Transformation Office
Growth, Strategy and Economic
Development

Recommended by:

Michelle Sergi, MCIP, RPP
Commissioner
Growth, Strategy and Economic
Development

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in extensive partnership with and reviewed by the Area CAO Shared Services Working Group comprising all 13 CAOs; Dan Carnegie – Acting Commissioner, Public Works; Todd Harrison – Commissioner, Corporate Services and Treasurer; Frank Tassone – Director, Transportation Services; Donna Gibbs – Director, Legal and Court Services; and Helen Furtado – Director, Financial Management and Planning and Deputy Treasurer; with additional contributions from Ann-Marie Norio – Regional Clerk; Stuart Hendrie – Chief Information Officer; and Cheryl Selig – Strategic Initiatives Manager, Strategic Transformation Office.

Appendices

| | |
|------------|-------------------------------|
| Appendix 1 | Shared Services Opportunities |
|------------|-------------------------------|

Shared Services Opportunities

| | | |
|---|---|---|
| Fire Services | Legal Services | Accessibility Compliance |
| Financial Systems | Joint Procurement | Integrity Commissioner |
| Coordinated Building Services | Financial Management Software | Animal Control |
| Merged Library Services | Joint Insurance | Asset Management Communities of Practice |
| Single Tier Water/Wastewater | Fire Administration | Municipal E-Voting |
| Drainage Inspection | Climate Change Policy | Public Works Yards |
| Emergency Management Officer | Cemeteries | Internal Audit |
| Roads Service Delivery and Maintenance | Infrastructure Servicing | Cybersecurity policy |
| Corporate and Public Communications | Livestream services | Diversity, Equity and Inclusion |
| Crime Prevention Through Environmental Design | Facilities Management | Physician Recruitment |
| HR Policy Alignment - Process | Policy Fundamentals (i.e., Health and Safety) | |

**Minutes of a Meeting of the Lincoln Pelham Union Public Library Board
Tuesday 19 September 2023 at 7:00PM
MK Rittenhouse Branch, Vineland**

Present: Donna Burton (Chair), Councillor Shellee Niznik, Councillor Mike Mikolic, Andrew Colgoni, Ruth Gretsinger, Linda Roote, Terry Teather, Jayme Toms, Stephanie Xamin

Staff: Julie Andrews (CEO (Chief Executive Officer)), Susan DiBattista (Director, Community Engagement), Amy Guilmette (Director, Customer Experience), Cassandra Best (Fund Development, Event and Volunteer Coordinator), recorder.

Regrets: N. Nolan, J. Kocsis

1. D. Burton called the meeting to order at 7:02 PM. J. Andrews spoke about the programs the library is presenting for Indigenous History month and introduced the weaving project installation by Metis Artist, Tracey Mae Chambers of Beamsville. She invited the Board to participate by adding to the weaving that will be formally introduced by the artist at a program at the Fleming Centre on 26 September at 6:30.

2. Approval of Agenda

| | | |
|-------|--|-------------------------|
| 23-35 | Moved: A. Colgoni | Seconded: R. Gretsinger |
| | Be it resolved that the agenda for the meeting of September 19, 2023, be approved as amended. Carried. | |

3. Conflict of Interest Declarations

No conflict of interest was declared.

4. Request to lift Consent Agenda Items for separate consideration

The CEO's report and the Minutes for June 2023 were pulled.

5. Consent Agenda items to be considered:

5.1 Draft Minutes of the Board of Directors Meeting held 20 June 2023

Corrections were made to the attendance.

5.2 CEO Report for September 2023

CEO report – kudos to staff for summer programming, well received and something for everyone, question about parking at Rittenhouse branch and request to see revised drawings for Rittenhouse when ready, great feedback about Armstrong strategy group who began internal interviews to test the case for support

5.3 September program guide

| | | |
|-------|--|--------------------|
| 23-36 | Moved: T. Teather | Seconded: L. Roote |
| | Be it resolved that the consent agenda, with items resolved, be approved. Carried. | |

6. Financial Report: J. Andrews outlined the operating financial report for 31 August 2023.

| | | |
|-------|--|-------------------|
| 23-37 | Moved: A. Colgoni | Seconded: J. Toms |
| | Be it resolved that the Financial Report for 31 August 2023, be approved. Carried. | |

7. Draft Budget for 2024: J. Andrews presented the 2024 Draft Budget, as recommended by the Board Finance Committee. The Capital request will be \$50,000 total = \$29,000 for Lincoln and \$21,000 for Pelham (percentages as per our merger agreement). An overall 2% increase is requested with an additional \$50,000 for a half-year Bookmobile Coordinator position.

An explanation of the Town of Lincoln Non-Union Salary Grid and COLA arrangements was given and the movement of surplus funds to reserve accounts. The Budget request will be communicated to the Treasurers of Lincoln and Pelham before a presentation to both Councils later this fall.

| | | |
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| 23-38 | Moved: R. Gretsinger | Seconded: S. Xamin |
| | Be it resolved that the 2024 Operating and Capital budget requests be approved. Carried. | |

8. Reciprocal Borrowing Proposal with St. Catharine's PL: St. Catharine's Public Library has proposed a reciprocal borrowing agreement that would enable LPPL members to borrow materials from St. Catharine's PL.

The arrangement does not include e-resources and materials nor items from the Library of Things collections. Members would be responsible for picking up and returning items to the library from which they were borrowed.

| | | |
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| 23-39 | Moved: J. Toms | Seconded: L. Roote |
| | Be it resolved that the Reciprocal Borrowing Agreement between LPPL and St. Catharine's PL be approved. Carried. | |

9. DRAFT Strategic Plan: J. Andrews presented a draft of Mission, Vision and Values statements derived from the planning sessions in June along with significant work from the library senior leadership team. S. DiBattista and A. Guilmette offered their perspectives on the draft language. Each Board member spoke to their thoughts around the wording and concepts and come clarity was achieved. Intellectual freedom was moved into the preamble of the values statement.

With the approval of the draft, the senior leadership team will present the concepts to the staff at their annual staff day in November. From there, departmental work plans and goals will be determined and presented to the Board in December in a final draft.

| | |
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| 23-40 | Moved: T. Teather Seconded: A. Colgoni |
| | Be it resolved that the Mission, Vision, and Values statements for the strategic plan be approved. Carried. |

10. Policy Review: J. Andrews presented the work of the Policy Committee.


- i) The Human Resources Policy Manual was updated with a description of how staff move through the salary grid; inclusion of volunteers and interns in the ethics policy; and process around reporting regarding violence and harassment policy. Some discussion around hiring policy and equity seeking groups took place and will be explored for future policy review.
- ii) Code of Conduct/Expectations of Behaviour: an updated document which includes elements of the former code of conduct for Lincoln and Pelham as well as clear expectations regarding behaviour in the library was presented.

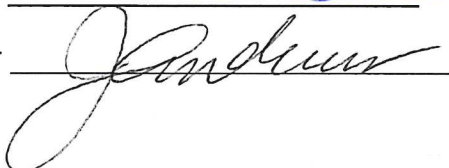
| | |
|-------|--|
| 23-41 | Moved: L. Roote Seconded: J. Toms |
| | Be it resolved that the Human Resources Policy Manual and the Expectations of Behaviour Policies be approved. Carried. |

11. Next Meeting: Tuesday 17 October at 7PM: Location TBD

12. Adjournment:

| | |
|-------|---|
| 23-42 | Moved: R. Gretsinger _____ |
| | Be it resolved that the meeting be adjourned at 8:38 PM. Carried. |

Library Board Chair  Date: October 17, 2023

Secretary/Treasurer  Date: 17 October 2023.

Subject: Recommendation Report for Zoning By-law
Amendment – 56 Philmori Boulevard

Recommendation:

**BE IT RESOLVED THAT Council receive Report #2023-0241,
Recommendation Report for Zoning By-law Amendment – 56
Philmori Boulevard for information;**

**AND THAT Council direct Planning staff to prepare the by-law for
approval of the Zoning By-law Amendment for Council's
consideration.**

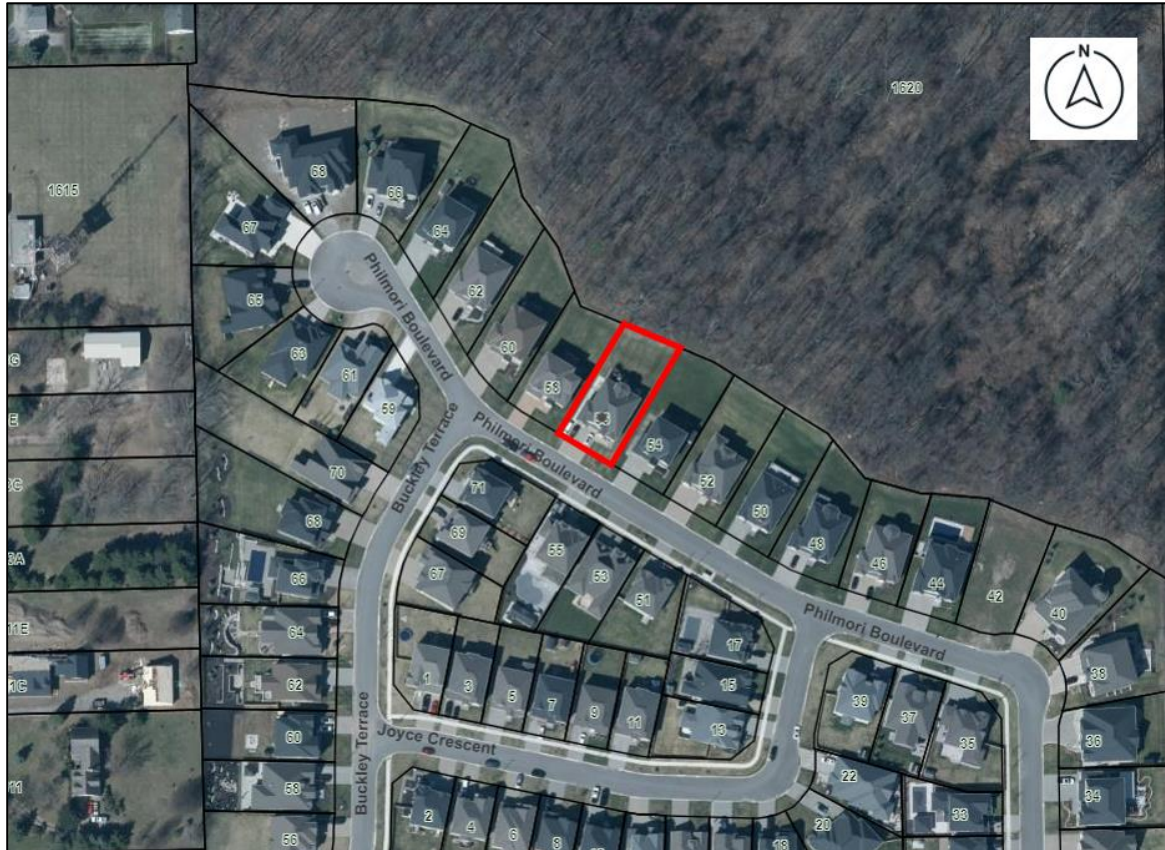
Executive Summary:

The purpose of this report is to provide Council with a recommendation regarding the application for Zoning By-law Amendment for 56 Philmori Boulevard.

Location:

The application for Zoning By-law Amendment was received for the property known as 56 Philmori Boulevard, and described legally as Lot 107, Plan 59M403. The property is located in the Residences at Lookout Point Subdivision on the north side of Philmori Boulevard. The property backs onto private lands that contain significant woodland features and valleyland features under the planning jurisdiction of the Niagara Escarpment Commission.

Figure 1: Property Location



Project Description and Purpose:

The requested Zoning By-law Amendment rezone the lands from the site specific 'R1-64' (*Residential 1*) to the site-specific 'R1-128' (*Residential 1*) zone which would require a minimum rear yard of 7.5 metres and prohibit buildings or structures, including but not limited to, storage sheds, garages, pool houses, swimming pools, decks, and gazebos within 7.5 metres of the rear lot line (Figure 2). This represents a reduction to the current minimum rear yard requirement of 15 metres.

The owner intends to install a swimming pool and erect an accessory structure (pool house) within the current 15 m rear yard zoning setback, but not less than 7.5 m from the rear lot line.

Figure 2: Requested Rear Yard Setback



Policy Review:

Planning Act, 1990

Section 3 of the *Planning Act* requires that, in exercising any authority that affects a planning matter, planning authorities, i.e., decisions of Council, “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”.

Section 34 of the Act allows for consideration of amendments to the zoning by-law.

Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

The PPS recognizes the diversity of Ontario and that local context is important. Policies are outcome-oriented, and some policies provide flexibility provided that provincial interests are upheld. PPS policies represent minimum standards.

The subject land is located in a 'Settlement Area' according to the PPS. Settlement areas are to be the focus of growth and development.

Policy 2.1.8 states that development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

Residential uses and accessory uses are supported in the Settlement Area. The Environmental Impact Study that was provided in support of the applications indicated that there would be no negative impacts on the natural features or the ecological functions subject to the report recommendations. The report recommendations were accepted by Regional environmental staff and therefore, the application conforms to Policy 2.1.8.

Growth Plan for the Greater Golden Horseshoe (2019)

The subject parcel is identified as being within a Delineated Built-up Area according to the Growth Plan for the Greater Golden Horseshoe, 2020. The Growth Plan policies aim to build stronger, prosperous communities by directing growth to built-up areas, promoting transit-supportive densities and a healthy mix of residential and employment land uses, preserving employment areas, planning for community infrastructure, and supporting the conservation and protection of natural systems, prime agricultural areas, and cultural heritage.

The natural heritage system for the *Growth Plan for the Greater Golden Horseshoe* excludes lands within settlement areas approved prior to July 1, 2017. The subject properties are within a settlement area.

Residential uses and incidental uses are supported in the Delineated Built-Up Area.

Niagara Region Official Plan (2022)

The lands are designated as Built-Up Area in the Niagara Region Official Plan ("NOP").

The subject property is impacted by the Region's Natural Environment System ("NES"), consisting of significant woodland. The property is also mapped as part of the Fonthill Kame Delta Earth Science Area of Natural and Scientific Interest.

The NOP permits a full range of residential, commercial, and industrial uses within the Urban Area, subject to the availability of adequate municipal services and infrastructure, and other policies relative to urban design, compatibility, and environmental conservation/preservation.

NOP Policy 3.1.9.7 requires the completion of an Environmental Impact Study (“EIS”) when development or site alteration is proposed within 120 metres of significant woodland.

Policy 2.2.2.5 requires that across the Region 60% of all residential units occurring annually are to be in the Built-Up Areas of the Region and in Pelham, this translates into an annual intensification rate of at least 25% of new residential units. The objective of intensification is to increase housing choice and housing affordability across the Region to meet future housing needs while at the same time making efficient use of infrastructure, community services and urban lands.

Policy 2.2.1.1 states that development in urban areas will integrate land use planning and infrastructure planning to responsibly manage forecasted growth and to support:

- a) the intensification targets in Table 2-2 and density targets outlined in this Plan (note: Pelham’s intensification target is 25%);
- b) a compact built form, a vibrant public realm, and a mix of land uses, including residential uses, employment uses, recreational uses, and public service facilities, to support the creation of complete communities;
- c) a diverse range and mix of housing types, unit sizes, and densities to accommodate current and future market-based and affordable housing needs.

The Scoped EIS concludes that a reduction in rear yard setback can be ecologically accommodated provided enhancement provisions are implemented. Recommended enhancement provisions include the installation of permanent fencing on the rear lot lines without gates to prevent encroachment within the adjacent woodland feature and valleyland system and preparation of an ecological brochure explaining the significance and sensitivity of the adjacent natural features (including appropriate stewardship activities) to be provided to the landowners. The brochure was distributed following the previous similar zoning by-law amendment request for 30, 54, 64, 66 and 68 Philmori Boulevard.

The applicants have provided an Environmental Impact Study that demonstrates that no significant negative impacts to the woodland will occur due to the allowance for accessory structures 7.5 metres from the rear lot line. Further, the Region has advised that the application conforms to the Regional Official Plan policies.

Town of Pelham Official Plan (2014)

The lands are located within the Northwest Fonthill Secondary Plan Area and are designated Low Density Residential – Special Policies and subject to Policy B1.6.2.3. The intention for this designation is to permit large lot single-detached dwelling units in an environmentally sound manner, including the protection of the interpretive, educational, and scientific value of the surrounding landscape. The Low Density Residential – Special Policies designation permits only single detached units on large lots and uses compatible with, complementary to and serving the primary residential use of the land, such as home occupations, pocket parks and open space linkages.

Policy B1.6.2.4(a) requires all development on lands designated Low Density Residential – Special Policies to proceed based on the recommendations of an Environmental Impact Statement.

Policy B1.6.6 recognizes the importance of stormwater management in the Secondary Plan Area due to the soil being sand and the importance of the watersheds and their receiving watercourses. Low Impact Development initiatives were employed in this subdivision to provide for enhanced stormwater infiltration and minimize impact on the headwaters of the Twelve Mile Creek.

Policy B1.6.6(b) states that the general objectives for stormwater management within this Secondary Plan Area are:

- i) To maintain, and where possible, improve the health and condition of the receiving watercourses;
- ii) The achievement of no net increase in stormwater run-off from the Area to adjoining lands;
- iii) To maintain, and where possible, improve the quality of stormwater entering surface and groundwater supplies; and,
- iv) To promote the use of naturalized methods of stormwater management.

The requested zoning by-law amendment will permit uses consistent with large lot single detached dwellings in an environmentally sound manner. The amendment is consistent with the recommendations of the Environmental Impact Study. The stormwater management report indicates that there will be no net increase in stormwater run-off to adjoining lands as a result of the additional structures in the rear yards. Stormwater runoff from the additional development will be accommodated by the existing naturalized method of stormwater management (infiltration trenches) in the rear yards. Based on this information, the amendment conforms to the Town's Official Plan.

Town of Pelham Zoning By-law 4481 (2022)

The property is zoned 'Residential One - 64' (R1-64) according to Schedule 'C' of the Comprehensive Zoning By-law. The R1 zone permits single detached dwellings, uses, buildings, and structures accessory thereto, among other uses.

The R1-64 exception zone states:

Notwithstanding the provisions of Section 3 and the Residential 1 Zone, no buildings or structures, including but not limited to storage sheds, garages, pool houses, swimming pools, decks and gazebos shall be permitted within 15.0m of the rear lot line.

The applicant is requesting to amend the zoning on the property to the R1-128 zone which would require a minimum rear yard of 7.5 metres and prohibit buildings or structures, including but not limited to, storage sheds, garages, pool houses, swimming pools, decks, and gazebos within 7.5 metres of the rear lot line.

The requested zoning change will allow the owner to make use of the rear yard amenity space without negatively affecting the woodland or the slope. As a result, the amendment applies good planning principles.

Submitted Reports:

- Planning Justification Report prepared by Better Neighbourhoods Development Consultants, dated August 4, 2023;
- Scoped Environmental Impact Study prepared by Natural Resource Solutions Inc., dated July 2023;
- Stormwater Management Assessment prepared by Upper Canada Consultants, dated July 28, 2023;

Digital copies of the reports are available by contacting the Planning Division.

Agency Comments:

The applications were circulated to commenting agencies and Town Departments. The following comments have been received:

Niagara Region Regional Growth Strategy and Economic Development

- Regional Growth Strategy and Economic Development staff offers no objection to the proposed Zoning By-law Amendment application and are satisfied the application is consistent with the Provincial Policy Statement and conforms to Provincial and Regional plans, provided the recommendations of the Scoped Environmental Impact Study are implemented to the satisfaction of Town staff.

Niagara Peninsula Conservation Authority (NPCA)

- No objection.

Public Comments:

On August 23, 2023, a public meeting notice was circulated to all property owners within 120 metres of the property's boundaries. In addition, a public notice sign was posted facing Philmori Boulevard. One public comment was received from the adjacent property owner to the north indicating no objection to the proposed zoning by-law amendment application. A public meeting was held on October 11, 2023 and no members of the public attended the public meeting other than the agent for the applicant and the applicant.

Staff Comments:

Staff advise that the current 15-metre prohibition for structures in the rear yards of these properties was established based on the recommendations of the

Environmental Impact Study and Slope Stability Studies that were prepared at the time of approval of the Residences at Lookout Point Subdivision. The property owner has consulted with the Niagara Region and the Niagara Peninsula Conservation Authority and provided an updated Environmental Impact Study prior to applying for the zoning by-law amendment. It should be noted that the Niagara Region is responsible for providing review and comments regarding natural heritage features with respect to this application. The Niagara Peninsula Conservation Authority regulates the slope and stable top of bank and provides comments in that respect.

There is existing stormwater infrastructure (infiltration trenches) located along the western property line of the property which is included within an easement. The Town may be required to access this area for maintenance over time and no construction or development is permitted in these areas or within drainage swales, this restriction will remain.

If the requested zoning by-law amendment is approved, the owner would be required to obtain a pool permit from the Town prior to construction of a pool and building permits for structures greater than 10m² or 108ft² and higher than 0.6 metres or 24 inches above ground level and comply with the proposed 7.5m setback from the rear lot line.

It is noted that in March 2022 Council did approve a similar zoning by-law amendment request for 30, 54, 64, 66 and 68 Philmori Boulevard. At that time, the property owner of 56 Philmori Boulevard did not participate in zoning by-law amendment application. The property has since been sold and the current owner is now seeking the same zoning permissions that others received to permit pool construction within the current 15m rear yard setback.

The Niagara Peninsula Conservation Authority (NPCA) regulates the slope. NPCA has indicated that they have no concerns about the slope's stability provided that structures are not located closer than 7.5 metres from the rear lot line which aligns with the stable top of bank. The prohibition of structures within 7.5 metres of the rear lot line will also protect any tree roots from the woodland on the slope.

In summary, it is Planning staff's opinion that the requested zoning by-law amendment to permit a reduced rear yard setback is appropriate and there will be minimal impact on adjacent properties and on the existing stormwater management system servicing the individual lots and the subdivision as there is capacity and appropriate redundancies in place in the system. In addition, it is Planning staff's opinion that the requested zoning by-law amendment is consistent with Provincial policy and plans, conforms to the Regional and Town Official Plans and represents good planning and therefore, should be approved noting that:

- The zoning by-law amendment will include the requirement for fencing with no gate along the rear lot line.

Alternatives:

Council could choose not to approve the application for zoning by-law amendment, however that decision could be appealed by the owner to the Ontario Land Tribunal.

Council could choose to approve the requested zoning by-law amendment with modifications.

Prepared and Recommended by:

Andrew Edwards, BES
Planner

Barbara Wiens, MCIP, RPP
Director of Community Planning and Development

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer

Subject: Haist Street Speed Report**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2023-0243 Haist Street Speed Report, for information;

AND THAT Council direct staff to implement a uniform 50km/h speed limit on Haist Street between Regional Road 20 and Metler Road;

AND THAT Council direct staff to include a traffic calming capital budget item appropriate to the size and scope of the preferred option for Haist Street in the 2024 Capital Roads Budget.

Background:

At its regular meeting on September 6th, 2023, Council endorsed the following motion:

WHEREAS Council for the Town of Pelham is committed to the safety of the community;

AND WHEREAS Council for the Town of Pelham is concerned the narrow roadway, hidden driveways, reduced visibility due to hills and speed of vehicular traffic on Haist Street has the capacity to create a potential safety hazard to walkers, cyclists, and children;

AND WHEREAS Council for the Town of Pelham desires to mitigate this potential hazard by regulating the speed of vehicular traffic on Haist Street, particularly north of Brewerton Boulevard, and to consider various potential traffic calming methods for this purpose;

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Pelham direct staff to investigate the installation of speed signage and a possible speed reduction from 50 km/h to 40 km/h with flashing lights to regulate and reduce the speed of vehicular traffic on Haist Street, particularly between Brewerton Boulevard and Metler Road;

This report informs Council of the results and recommendations from the staff investigation of potential traffic calming measures on Haist Street between Brewerton Boulevard and Metler Road, in the Town of Pelham.

Analysis:

Haist Street between Brewerton Boulevard and Metler Road is designed as a two-lane rural road cross-section. It has an average single-lane width of 3.25m and is 1.7km long. Haist Street has a posted speed limit of 60km between Metler Road and 450m south of Overholt Road, and 50km/h between 450m south of Overholt Road and Brewerton Boulevard (1000m North of RR.20). It has an Annual Average Daily Traffic (AADT) of 654 vehicles.

Haist Street is classified under the Minimum Maintenance Standards of Ontario, O.Reg 239/02 under the *Municipal Act, 2001*, S.O. 2001, c.25 as a Class 4 Highway. This classification is based on its AADT and posted speed limit. Alternately it is considered to be a "Rural Local" roadway as its function is to move traffic to local streets, as well as provide access to rural properties.

The road has narrow shoulders in several locations along this section due to the topography of the area, specifically in the rolling sections of Haist Street that extend 650m north of Brewerton Boulevard, as well as 400m south of Metler Road.

The slope along the west side of Haist Street between Brewerton Boulevard and 350m north has caused the alignment of the roadway to shift against the east limit of the road allowance leaving 600mm (2') between the road edge and private property.

The shift in road alignment and wooded area adjacent to the road causes sightline problems for road users, particularly at the driveway entrance to 1615 Haist Street. The narrowing of the roadway and limited space between the road edge and private property provides very little room for pedestrians. These hazards have been addressed with signage in accordance with the Ontario Traffic Manual as well as additional custom signage to warn drivers that there are no sidewalks available and to watch for pedestrians.

The Urban Boundary limit ends 350m north of Brewerton Boulevard. The Sidewalk on Haist Street terminates 150m north of Brewerton Boulevard where the road alignment shifts to the east eliminating the space required to extend the sidewalk further north. The Town of Pelham does not provide sidewalks or other pedestrian facilities within the road allowance outside the Urban Boundary.

The current speed limit on Haist Street between Brewerton Boulevard was determined through a 2012 Rural Speed Review completed by staff as directed by Council. The study was completed by evaluating existing conditions related to topography, roadside environment, alignment, width, pedestrian and cyclist activity, and traffic data. The results of the study for this section are attached to this report as Appendix A.

This Rural Road Speed Review study was undertaken within the last eleven years. The conditions found on Haist Street North of Brewerton remain unchanged over this time, with the exception of added signage. The current posted speed limit was found to be appropriate through the section, however, to establish a more uniform speed on Haist Street between Brewerton Boulevard and Metler Road, Council may direct staff to take the necessary action to reduce the posted speed limit of 60km/h on Haist Street between 1000m north of Regional Road 20 and Metler Road, to 50km/h.

There appears to be interest in lowering the speed limits on streets under the jurisdiction of the Town to 40km/h. This is not an accepted method of traffic calming and is referenced as such in the Town's Neighborhood Traffic Management Policy S801-02. While this will be the topic of a future report to Council, it is important to understand that establishing speed limits that are perceived to be too low will lead to disregard by most, and increase driver frustration resulting in tailgating, and other aggressive behaviors which could counteract the intended safety benefits.

Traffic studies completed in 2020 in the area of 1615 Haist Street, showed that the average speed for all vehicles was 59km/h and the 85th percentile was 73km/h. This study was repeated in 2023 showing a sharp increase in both the average speed, now 68km/h, and the 85th percentile which was found to be 85km/h. This clearly shows the majority of drivers already disregard the posted speed limit.

The existing conditions and design of the roadway in this section eliminate several potential traffic calming treatments. To address the speeding issue, staff investigated the potential and costs of the remaining options. Council may decide to direct staff to implement one or all of the following options.

Option 1.

To provide greater attention to the posted speed limit, Council may direct staff to purchase and install solar-powered flashing warning lights to be installed over top of the posted speed limit signs. Solar-powered flashing warning lights have a cost of \$2,700 per unit. The total cost to install two lights on Haist Street near Brewerton Boulevard and Metler Road is \$5,600 including new posts, speed limit signs, and hardware.

Option 2.

To bring vehicle speed in excess of the posted limit to the drivers' attention, Council may direct staff to purchase and install driver feedback signage similar to other locations in Pelham. These signs may display the driver's speed, symbol, or text. The cost to purchase these signs ranges from \$5,000 to \$6,000 and can be monitored in real-time (depending on reliable cellular service). Providing feedback signs in both directions requires a budget of \$12,000.

Option 3.

While Policy S801-02 does not support the installation of speed cushions on Rural roads outside of the urban boundary, Council may consider the close proximity of residential properties that fall within 200m of the boundary and direct staff to install speed cushions in the area between 1615 and 1631 Haist Street. Speed cushions when designed and constructed in accordance with the Transportation Association of Canada guidelines for narrow roads (Appendix B) will not impact emergency service response or winter maintenance activities. Speed cushions may be constructed of several different materials that impact their cost. Asphalt or concrete are typically used for permanent installations and range in price between \$5,000 and \$15,000 for two sets. Rubber cushions have the ability to be set up temporarily on a trial basis. The cost of purchasing and installing two sets of rubber speed cushions that may be removed and reused is estimated to be \$8,000.

Financial Considerations:

Staff have included a \$25,000 project under the Roads Capital Budget for implementing traffic calming measures in 2024. As reported through Public Works Report 2023-0156 Port Robinson Road Traffic Study, CIMA+ recommended the installation of centre line treatment along Port Robinson Road as a temporary calming measure. Installation of centre line treatment on Port Robinson Road has an estimated cost of \$4,000 and was planned for 2024. Council may direct staff to increase this budget to accommodate one or more of the options presented above.

Alternatives Reviewed:

The purchase of an automated speed awareness camera that could send warning letters to the owners of speeding vehicles was briefly reviewed by staff. The cost of these cameras ranges between \$25,000 and \$40,000 depending on the options required. Annual administration fees range between \$2,500 and \$10,000 depending on the services provided. Further investigation of this alternative is required prior to staff bringing speed awareness cameras forward as an option in the future.

Strategic Plan Relationship: Infrastructure Investment and Renewal

Maintaining a safe and reliable road network is critical to the Town of Pelham to ensure the safe and efficient movement of all forms of transportation.

Consultation:

No consultation was undertaken in the preparation of this report.

Other Pertinent Reports/Attachments:

Appendix A – Rural Road Speed Review results for Haist Street

Appendix B – TAC guideline for Speed Cushions

Policy S801-02 – Neighborhood Traffic Management Policy

Public Works Report 2023-0156 Port Robinson Road Traffic Study

Prepared and Recommended by:

Ryan Cook, Dipl.M.M., CRS
Manager of Public Works

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer

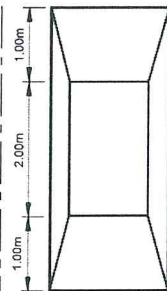
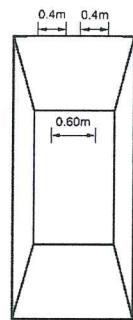
Town of Pelham

2012 Speed Limit Review

Proposed and Existing Conditions

| Item | Street Name | From | To | Speed Limit Posted | Speed Limit Not Posted | Special Conditions | Travel Service Function | Traffic Count Vehicles per Day | 85 th Percentile Speed | | | | Traffic Count Year | Recommended Speed |
|------|----------------------|-----------------------------|-----------------------------|--------------------|------------------------|--------------------|-------------------------|--------------------------------|------------------------|------------|-------------|-------------|--------------------|-------------------|
| | | | | | | | | | East Bound | West Bound | North Bound | South Bound | | |
| 85 | Haist Street | 500 m North of Highway #20 | 1000 m North of Highway #20 | 50 | | | Rural Local | | | | | | | No Change |
| 86 | Haist Street | 1000 m North of Highway #20 | Metter Road | | X | | Rural Local | | | | | | | 60 |
| 87 | Haist Street | Metter Road | North Limit of Street | | X | Dead End | Rural Local | | | | | | | 50 |
| 88 | Lookout Street | Highway #20 | Tice Road | 50 | | | Urban Local | | | | | | | No Change |
| 89 | Staines Street | Welland Road | South Limit of Street | | X | Dead End | Rural Local | | | | | | | 50 |
| 90 | Effingham Street | Regional Road #29 | Chanter Road | | X | | Rural Collector | 513 | | | 77.63 | 80.93 | 2012 | 60 |
| 91 | Effingham Street | Chanter Road | Sumbler Road | | X | | Rural Collector | 638 | | | 75.80 | 81.38 | 2012 | 60 |
| 92 | Effingham Street | Sumbler Road | Foss Road | | X | | Rural Collector | 1015 | | | 77.11 | 80.02 | 2012 | 60 |
| 93 | Effingham Street | Foss Road | Welland Road | | X | | Rural Collector | 1700 | | | 72.00 | 75.34 | 2012 | 60 |
| 94 | Effingham Street | Welland Road | Pancake Lane | 50 | | | Rural Collector | 2479 | | | 73.47 | 73.68 | 2012 | No Change |
| 95 | Effingham Street | Pancake Lane | Canboro Road | 50 | | | Urban Collector | 2909 | | | 61.33 | 72.18 | 2012 | No Change |
| 96 | Effingham Street | Canboro Road | Highway #20 | 50 | | | Rural Collector | 2848 | | | 72.46 | 72.44 | 2012 | No Change |
| 97 | Effingham Street | Highway #20 | Tice Road | 60 | | | Rural Collector | 1587 | | | 73.40 | 81.05 | 2012 | No Change |
| 98 | Effingham Street | Tice Road | Kilman Road | 60 | | | Rural Collector | 1787 | | | 84.38 | 74.90 | 2012 | No Change |
| 99 | Effingham Street | Kilman Road | Sixteen Road | 50 | | | Rural Collector | 1408 | | | 84.73 | 73.18 | 2010 | No Change |
| 100 | Effingham Street | Sixteen Road | Wessel Drive | 60 | | | Rural Collector | 2425 | | | 67.73 | 76.56 | 2012 | No Change |
| 101 | Effingham Street | Wessel Drive | Regional Road #69 | 50 | | | Rural Collector | 2131 | 79.99 | 75.23 | | | 2010 | No Change |
| 102 | Sulphur Spring Drive | Effingham Street | Roland Road | 50 | | | Rural Local | | | | | | | No Change |
| 103 | Luffman Drive | Sulphur Spring Drive | Orchard Hill Road | 50 | | | Rural Local | | | | | | | No Change |
| 104 | Orchard Hill Road | Sulphur Spring Drive | Thorold Boundary | | X | | Rural Local | | | | | | | 50 |
| 105 | Oille Street | Oille | Wessel Drive | | X | | Rural Local | 208 | | | 65.83 | 68.35 | 2012 | 60 |
| 106 | Oille Street | Effingham Street | South Limit of Street | | X | Dead End | Rural Local | | | | | | | 50 |
| 107 | Wessel Drive | Effingham Street | Sawmill Road | | X | | Rural Local | 483 | | | 69.28 | 70.75 | 2012 | 60 |
| 108 | Wessel Drive | Sawmill Road | Oille Street | | X | | Rural Local | 509 | | | 77.55 | 75.13 | 2012 | 60 |
| 109 | Moore Drive | Tice Road | Effingham Street | | X | | Rural Local | | | | | | | 50 |
| 110 | Park Street | Highway #20 | North Limit of Street | | X | Dead End | Rural Local | | | | | | | 50 |
| 111 | Poth Street | Regional Road #29 | Foss Road | | X | | Rural Local | | | | | | | 60 |
| 112 | Centre Street | Sumbler Road | Welland Road | | X | | Rural Local | | | | | | | 60 |

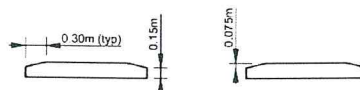
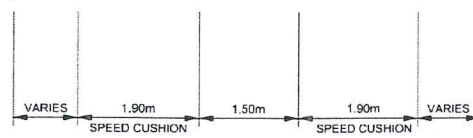
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PAVEMENT MARKING SYMBOL (WHITE)

EXISTING CURB AND GUTTER

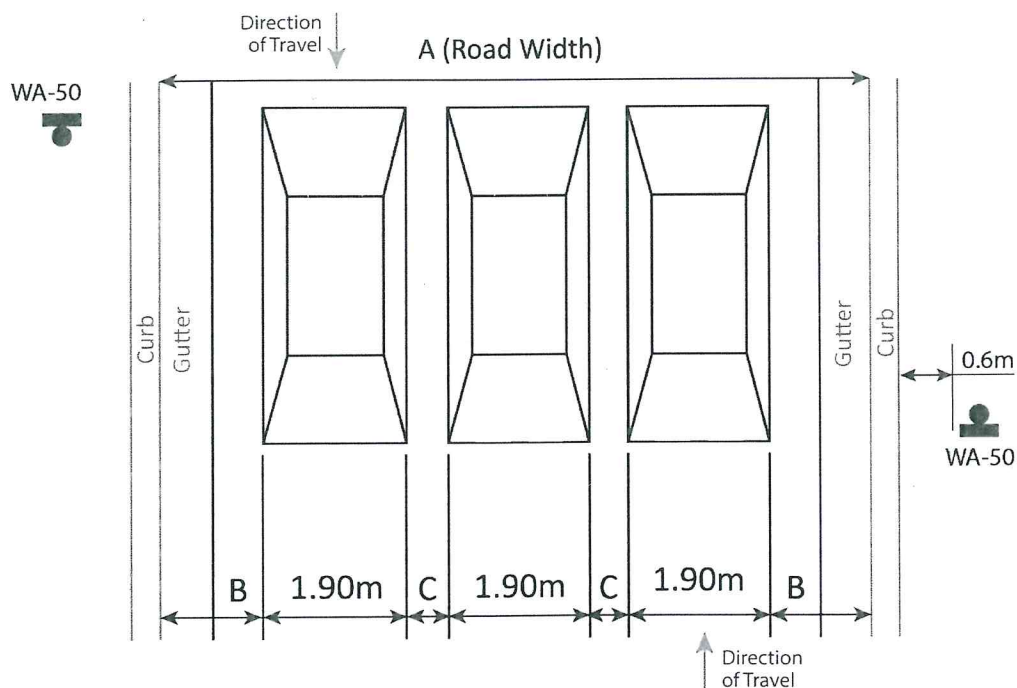
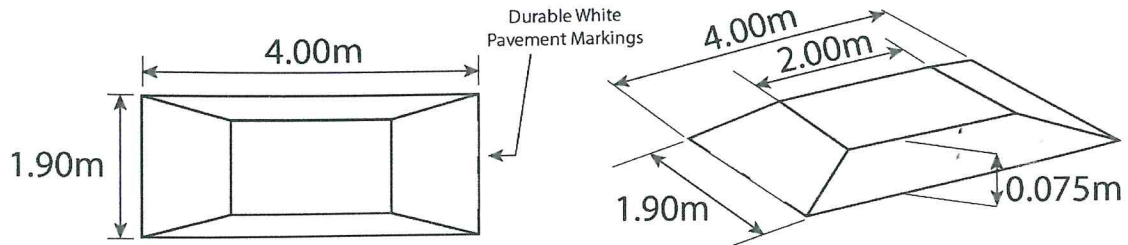


All dimensions are in metres unless otherwise noted.

NOT TO SCALE

FIGURE 4.4 – SPEED CUSHION

DIMENSIONS



CONFIGURATION

| GENERAL LAYOUT | | | |
|-----------------|-----------------|------------|-------|
| Road Width A | No. Of Cushions | Dimensions | |
| | | B | C |
| 8.0m | 3 | 0.75m | 0.40m |
| 9.0m | 3 | 1.10m | 0.55m |
| 10.0m | 4 | 0.60m | 0.40m |
| 11.0m | 4 | 1.00m | 0.46m |

- ① Additional catchbasins may be required at the upstream end to capture drainage associated with freeze-thaw conditions
- ② Speed cushions should be located to avoid conflicts with driveways.

All dimensions are in metres unless otherwise noted.

NOT TO SCALE.

FIGURE 4.5 – SPEED CUSHION



| | |
|---|---------------------------|
| Policy Name: Neighborhood Traffic Management | Policy No: S801-02 |
| Committee approval date: | - |
| Council approval date: | April 7, 2014 |
| Revision date(s): | June 15, 2020 |
| Department/Division: | Engineering |

1. Purpose

The overall purpose of this policy is to provide a comprehensive process that addresses local neighbourhood traffic issues experienced in the Town of Pelham.

The specific goals of this traffic calming policy are to develop an integrated set of objectives and procedures that will combine to form a set of overall working guidelines that will:

- Educate residents about traffic calming so they can make more informed decisions and also understand the rationale behind the Town's decision making process.
- Provide a policy that Town officials and the general public are confident is an effective and fair tool in evaluating speeding and/or traffic volume problems.
- Provide a standard format for dealing in a consistent manner with complaints regarding speeding and traffic safety concerns.
- Reduce the workload and duplication of effort for Town staff in responding to resident traffic concerns.
- Educate people on how to create a safe and a pleasant roadway environment for residents, motorists, cyclists and pedestrians.
- Encourage public involvement in the traffic calming activities.
- Educate residents on pedestrian and cyclist safety.

This policy will also provide the guideline, procedure and criteria for the initiation, investigation and implementation of traffic calming measures within existing residential neighbourhoods. The policy will ensure safety concerns related to speeding and excessive volume are handled in a fair, transparent and efficient manner. Guidelines included in this policy will be applied to local and collector roadways within residential neighbourhoods as well as rural roads.

The policy does not apply to arterial roadways nor does it apply to anticipated future problems. This policy only applies to identify operational issues within existing residential areas. While similar traffic related issues may exist on arterial roadways, the primary functions of these roads are to move traffic efficiently. Therefore, traffic calming measure(s) that may be appropriate for use on urban residential roadways would not be suitable for use on arterial roadways.

2. Policy Statement

It will be the policy of the Town of Pelham to restore Town streets, with an identified problem, to their



intended function through applicable traffic calming measures, and hence, preserve and enhance the quality of Pelham communities.

3. Policy Constraints

The policy may be affected by the availability of Town staff, capital funding, design constraints, best practices and comments from other departments and agencies.

4. Definitions

“85th percentile” means, the speed at or below which 85 percent of all vehicles are observed to travel under free-flowing conditions past a monitored point.

“Local roads” means, a street that is primarily used to gain access to the property bordering it.

“Rural roads” means, a low-to-moderate capacity road located outside the urban boundary which serves to move traffic to local streets and arterial roads as well as provide access to rural property.

“Collector roads” means, a low-to-moderate-capacity road which serves to move traffic from local streets to arterial roads as well as provides access to property.

“Arterial roads” means, a high-capacity urban road which serves to deliver traffic from collector roads to highways, and/or between urban centres

“Traffic Calming” means, the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behaviour and improve conditions for non-motorized street users.

“Pedestrian Generator” means, a location where pedestrians originate from or travel to, including; schools, parks, recreational facilities, senior living homes, apartment buildings.

5. General Provisions

5.1 What is Traffic Calming?

Traffic calming, as defined by the Institute of Transportation Engineers (ITE) Subcommittee on Traffic Calming, 1997 is:

“The combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behaviour and improve conditions for non-motorized street users.”

According to the Canadian Guide to Neighbourhood Traffic Calming, prepared by the Institute of Transportation Engineers (ITE) and the Transportation Association of Canada (TAC), December 1998:



“The purpose of traffic calming is to restore streets to their intended function.”

The primary purpose of traffic calming under this policy is to reduce high traffic speeds within residential neighbourhoods and thus improving safety for pedestrians and area residents.

5.2 What is NOT Traffic Calming

Over the past 30 years there has been a significant amount of knowledge gained through the implementation of successful projects to determine what traffic calming measures work and which traffic calming measures are not effective. The all way stop, 40 km/hr reduced speed zone, children at play signs, posted speed signs, rumble strips and speed bumps are all devices commonly mistaken for being traffic calming tools. None of these devices works to calm traffic. Further information regarding what is not considered traffic calming can be found in **Appendix A**.

5.3 Advantages and Disadvantages of Traffic Calming

Traffic calming if used properly will address identified operational traffic issues. However it will also introduce some disadvantages to a residential neighbourhood that will impact area residents after the project is complete. Listed below are some of the advantages and disadvantages created or caused by traffic calming measures:

Advantages

- Reduced vehicle speeds
- Reduced traffic volumes
- Reduced number of cut through vehicles
- Improved neighbourhood safety especially for pedestrians
- Reduced conflicts between roadway users
- Increased compliance with regulatory signs

Disadvantages

- Potential increase in emergency vehicle response time
- Could make it more difficult to get into and out of neighbourhoods every day
- May result in expensive solutions (time and resources)
- May shift or divert traffic onto neighbouring roadways
- Increase maintenance time and costs
- Add visually unattractive warning signs to a residential area
- May splinter neighbourhoods with strong ‘for and against’ traffic calming operations

5.4 Pedestrians & Traffic Calming



The principal purpose to reducing the speed of traffic in residential areas is to protect all vulnerable road users, such as pedestrians. Copied below is an excerpt from the Ontario Traffic Manual Book 15 - Pedestrian Crossing Facilities:

Pedestrians' Rights and Responsibilities

Notwithstanding the distinction between controlled and uncontrolled crossings, the rights and responsibilities for pedestrians are recognized in the Highway Traffic Act:

- 1. In the absence of statutory provisions or bylaw, a pedestrian is not confined to a street crossing or intersection and is entitled to cross at any point, although greater care may then be required of him or her in crossing. However, pedestrians crossing the highway must look to ensure the crossing can be made safely or possibly be held responsible for any ensuing collision.*
- 2. Pedestrians must exercise due care even when they are lawfully within a crossing and have right-of-way. It is not an absolute right and they must still exercise care to avoid a collision with a vehicle.*
- 3. If there is a crosswalk at a signalized intersection, pedestrians have to walk within the crosswalk*

The above excerpt is stating whenever a pedestrian crosses a road they have a duty of care to themselves to cross when it is safe. It is important to remember under the Highway Traffic Act motor vehicles are only required to stop or yield to pedestrians at a controlled crossing such as traffic signals or pedestrian signals. At all uncontrolled crossings pedestrians must wait for a safe gap in traffic sufficient for them to cross before entering the road.

When an area is studied for traffic calming pedestrian crossing points are primary focus points, since this potential conflict point is exactly where you want drivers to slow down. The installation of traffic calming tools such as raised crosswalks, raised intersections, curb extensions does not change the rules of the Highway Traffic Act, pedestrians must still cross the road responsibly.

5.5 Types of Traffic Calming

Traffic Calming for the purpose of this policy is broken into two categories:

- i. Passive, i.e. line markings and/or signage
- ii. Physical, i.e. intrusive treatments that modify the shape and/or form of the travel lanes making it uncomfortable for drivers to attain high speeds.

Passive Traffic Calming

Passive traffic calming treatments are simple modifications in comparison to physical treatments. Passive modifications are intended to visually reduce effective lane width for a motorist and in most circumstances re-allocate some of road space to cyclists and on- street parking. These treatments



have proven to be capable of reducing 85th percentile operating speeds by up to 5 km/h in other municipalities.

Passive treatments are implemented on a proactive and reactive basis and are typically applied uniformly over the entire road section, unlike physical treatments which are best described as spot treatments. The modifications associated with passive calming treatments are typically well received by the public. Staff provides the public with advance notification, including a plan of the proposed modifications prior to implementation. This level of public interaction appears to work well for the application of passive traffic calming.

Physical Traffic Calming

Physical traffic calming can be broken down into three categories: (1) vertical deflections, (2) horizontal deflections; and (3) physical obstructions.

Vertical traffic calming measures provide an obstruction that vehicles are able to travel over. The change in pavement height (and sometimes pavement materials) can cause discomfort to the occupants of vehicles that are exceeding the design speed of the traffic calming measure.

Horizontal traffic calming tries to prevent vehicles from traveling in a straight line at excessive speeds by using measures such as raised islands and curb extensions.

Physical obstructions involve a full or partial closure of the road.

Physical traffic calming measures that restrict or divert or divert traffic or introduce significant vertical deflections into the street should not be implemented on arterial or rural roadways as physical traffic measures are inconsistent with the typical role and function of these roads.

Examples of passive and physical traffic calming techniques are listed in **Table 1**. A more detailed explanation of the traffic calming devices listed below, including the advantages and disadvantages can be found in **Appendix B**.

Table 1 – Applicability of Traffic Calming Measures in Pelham

| Traffic Calming Technique | Road Classification | | | |
|--|---------------------|-------------------|------------------|---------------|
| | Local Road | Collector Road | Arterial Road | Rural Road |
| Passive and Mitigating Measures | | | | |
| Education | Yes | Yes | Yes | Yes |
| Community Entrance Sign | Yes | Yes | Yes | Yes |



| | | | | |
|---|-----|-----|-----|-----|
| Textured Crosswalk | Yes | Yes | Yes | No |
| Targeted Enforcement | Yes | Yes | Yes | Yes |
| Speed Display | Yes | Yes | Yes | Yes |
| On Street Parking | Yes | Yes | Yes | No |
| Road Diet | Yes | Yes | Yes | No |
| Physical Vertical Deflection | | | | |
| Speed Cushion | Yes | Yes | No | No |
| Raised Intersection | Yes | Yes | No | No |
| Raised Crosswalk | Yes | Yes | No | No |
| Speed Table | Yes | Yes | No | No |
| Speed Hump | No | No | No | No |
| Physical Horizontal Deflection | | | | |
| Curb Extension | Yes | Yes | Yes | No |
| Curb Radius Reduction | Yes | Yes | No | No |
| Neighbourhood Traffic Circle | Yes | Yes | No | Yes |
| Centre Island Median | Yes | Yes | Yes | Yes |
| One-Lane Chicane | Yes | Yes | No | No |
| Lateral Shift | Yes | Yes | Yes | No |
| Roundabout | Yes | Yes | Yes | Yes |
| Physical Obstruction | | | | |
| Directional Closure | Yes | Yes | No | No |
| Raised Median Through Intersection | Yes | Yes | Yes | No |
| Right-in/Right-out Island | Yes | Yes | Yes | No |
| Intersection Channelization | Yes | Yes | Yes | No |
| Diverter | Yes | Yes | No | No |
| Full Closure | Yes | Yes | No | No |

5.6 Streets That Qualify of Traffic Calming

Traffic calming will only be considered on local, collector and rural roads, and not on arterial roadways in the Town. Through application of this policy and by applying good engineering judgment, traffic calming measures, when deemed prudent, will be installed in a manner that will ensure they provide the most effective solutions while continuing to support the intended function of the roadway



5.7 Policy Guidelines

The following guidelines will be considered when investigating, selecting and implementing traffic calming measures. These guidelines will ensure that the appropriate measures are considered and the potential negative impacts are minimized. Following these guidelines will maximize the effectiveness of traffic calming while building community acceptance and support for the final recommendations.

Traffic calming measures will:

- Be considered only after education, enforcement and traffic engineering efforts have failed to produce the desired results.
- Be considered when there is a demonstrated safety, speed or short-cutting traffic concern and acceptable alternative measures have been exhausted.
- Be considered and prioritized in areas surrounding pedestrian generators such as; schools, playgrounds, retirement homes, and libraries.
- Include consideration as to whether an area-wide plan versus a street-specific plan is more suitable: an area wide plan should be considered if a street-specific plan would likely result in displacement of traffic onto adjacent streets.
- Be predominantly restricted to two lane roadways (one lane of through traffic in each direction) and a posted speed limit no greater than 50 km/h.
- Not impede non-motorized, alternative modes of transportation and be designed to ensure pedestrian and cycling traffic is unaffected.
- Not impede Emergency and Transit services access unless alternate measures are agreed upon.
- Maintain reasonable automobile access to Town roads.
- Only be installed after Engineering staff has investigated existing traffic conditions and the necessary approvals have been received.
- Be monitored; follow-up studies will be completed to assess effectiveness and the results will be communicated to the community and Council.

6. Traffic Calming Process

The following process will be used when proceeding with a request for traffic calming. An established and formal process for investigating roads provides consistency and equality in the determination of whether traffic calming is warranted in a given location.

6.1 Public Input

In order for traffic calming to achieve the goal of restoring residential streets to their intended purpose, community involvement and support is paramount. Throughout the process, residents are encouraged to participate in the development of a traffic calming plan suitable to the neighbourhood and the concerns within it.



Before an area is considered for traffic calming a signed petition must be received by the Town showing a minimum of 25% support for traffic calming measures. If the petition does not show the required level of interest, the area will not qualify for traffic calming.

Later in the process, after passive measures have failed to address the traffic concerns, area residents will be asked by survey or at a Public Information Centre (PIC) for input on minor adjustments into a proposed physical traffic calming plan for the area.

In order for a traffic calming plan to be approved it must be circulated amongst all impacted area residents and must receive a majority response rate in favour from all residents surveyed before being considered for implementation.

The benefit of community involvement is that it generates support for a traffic calming program and assists in the implementation of a plan without significant opposition upon completion. Community involvement also enhances the credibility of the traffic calming program, particularly when it is eventually presented to Council for approval.

6.2 Process Initiation and Pre-Screening

Residents with traffic related concerns are instructed to submit their written request to investigate traffic calming within their neighbourhood to the Town. Staff will then conduct a brief preliminary assessment to determine if the requested roadway meets the Initial Screening Criteria, shown in **Table 2**.

Table 2: Traffic Calming Pre-Screening Assessment

| | | | |
|----|--|------|------|
| 1. | Is this a Local, Rural or Collector Road? | Pass | Fail |
| | | | |
| 2. | Is the AADT (annual average daily traffic) >1000 | Pass | Fail |
| | | | |
| 3. | Is the posted speed 50km/h? | Pass | Fail |
| | | | |
| 4. | Has the road been assumed? | Pass | Fail |
| | | | |
| 5. | Is the road section primarily residential? | Pass | Fail |
| | | | |



| | | | |
|----|---|------|------|
| 6. | Does the street provide an obvious by-pass to a major intersection or road? | Pass | Fail |
| | | | |
| 7. | Is the section of road longer than 200m? | Pass | Fail |
| | | | |
| 8. | Have any previous efforts been made within the last 12 months? | Pass | Fail |
| | | | |

If the roadway fails any of the 8 areas listed in the pre-screening it does not qualify for physical traffic calming.

6.3 Traffic Calming Ineligibility based on Pre-screening

For locations not meeting the above-noted initial screening criteria, staff will consider front-line mitigating measures to address the neighbourhood traffic concerns. These methods could include tools such as the use of driver feedback boards, targeted police enforcement, sign installation and pavement marking modifications.

Front-line mitigating measures very rarely require public involvement such as surveys and public meetings. However, they may require monitoring and evaluation to assess their effectiveness. Details regarding front-line mitigating measures are provided in **Appendix B**.

6.4 Traffic Calming Neighbourhood Petition

After it has been determined that the requested location meets the initial assessment criteria, a petition will be distributed to the residents within the impact area. The Town is responsible for the initiation, distribution and collection of the Traffic Calming petition to ensure consistency of the process by managing the collection of public input and this will be done in a manner that incorporates community involvement. An example of a petition letter is shown in **Appendix C**. The focus of the petition will centre on whether or not there is neighbourhood support for the Town to initiate an investigation into the need for traffic calming on the requested roadway.

A minimum of twenty-five percent (25%) of property owners within the impact area must indicate their approval by signing the Traffic Calming Petition. The signatures must come from households with direct frontage or flankage onto the section of roadway that has been identified as the location for the potential implementation of traffic calming measures, as defined by Engineering staff.

Each household is represented by one signature, regardless of the number of people in the household. This step in the process is crucial in determining the level of concern from the residents.



Failure to meet the 25% support level will result in termination of the investigation; meeting the required 25% support level will trigger the commencement of a traffic calming study.

The Town shall allow twenty-eight (28) days for the petition to be returned. Day zero (0) is the date on which the Town delivers the Traffic Calming Petition to the citizen representative.

- a. If petition approval is achieved, the evaluation phase begins.
- b. If twenty-eight (28) days elapse and petition approval has not been achieved, the roadway will not be considered for traffic calming for twelve (12) months.

6.5 Data Collection

Once a successful petition is received the collection of data is scheduled based on a priority list. The Town shall collect information and data along roadway(s) in the project as deemed necessary by Engineering staff to qualify and quantify the extent of the local traffic problem. The data collection may include any of the following:

- Vehicle volume count to determine 24-hour traffic
- Speed study to determine existing speed data
- Classification count to determine heavy vehicle traffic
- Collision data for the most recent three (3) years (if available)
- Study to quantify cut-through traffic, if determined necessary by staff
- Existing roadway conditions (e.g. pavement condition, signing, marking)
- Pedestrian activity
- Presence of sidewalks on one or both sides of the road
- Presence of special pedestrian generators such as schools, seniors homes, playgrounds, etc. in the area

A review of the data will be completed using recognized engineering standards. Once collected and summarized, the data will be utilized in the point assessment system to determine a total point value. This assessment will be used to determine the need for traffic calming and assist in setting priority for locations of consideration.

6.6 Point Assessment System

The point assessment system is a screening process focused on the various attributes of a roadway in order to quantify its potential need for traffic calming. By means of assigning weighted points based on the severity of certain road attributes (e.g. 85th percentile speed), this process will bring to the forefront roadways requiring consideration while quantifying the current conditions. A point assessment system is provided in **Appendix D**.

The point assessment system will also be used to prioritize locations for consideration. Those locations with an extremely high point assessment will be given priority based on the quantitative



nature of the point assessment system. Depending on funding availability, locations will be selected based on the point system with those locations with the highest points constructed first. If funding does not permit all locations to be constructed in one year, roadways will be carried forward to the next year when they will then be re-prioritized to include any new locations.

The minimum number of points required to proceed with the investigation of traffic calming measures differs based on the classification of roadway. In keeping with the objective of restoring roadways to their intended function, local and collector roadways are designed and expected to convey varying levels of traffic volume. This, in turn, has a bearing on the minimum point value required to proceed, as traffic volume is a major consideration. Based on this, the following are minimum point values for each road type:

Local road - minimum 35 points

Collector road - minimum 52 points

Should a location fail to meet these requirements, residents will be notified in writing and the investigation for traffic calming measures will discontinue. However, staff will continue to address the concerns of the residents by means of the front-line mitigating measures.

6.7 Traffic Calming Design Considerations

The data collected combined with site visits, historical information, future maintenance and construction plans, as well as resident feedback will be taken into consideration to determine potential traffic calming measures.

Appropriate traffic calming measures will be determined based on the list of traffic calming measures outlined in **Appendix B** of this policy. The traffic calming design could include one or more different types of traffic calming techniques. The proposed traffic calming measures will be in accordance with the design Guidelines found in the Canadian Guide to Neighbourhood Traffic Calming, engineering judgement and experience of staff.

The preferred design will first be presented to emergency and/or roads operations services. It will then be presented at a public meeting. After any required modifications to the preferred design as a result of public input, a traffic calming survey will be delivered to affected residents.

6.8 Comments from Emergency/Transit and Roads Operations

Staff will provide the preferred design to the relevant review agencies (e.g. emergency and transit services). Comments from the potentially affected services will be solicited and feedback with respect to possible impacts will be encouraged. As required, Town staff will work with agencies to modify the design, as necessary. While it is preferable to modify the traffic calming design, if modifications are not able to remedy agency concerns, the traffic calming process will be discontinued for the roadway under consideration and residents will be notified.



6.9 Public Information Centre & Public Notice

Staff will host a Public Information Centre (PIC) to present the purpose, objectives and implementation process of traffic calming in general. The PIC notice will be circulated to all residents who live within the affected area, which may include adjacent streets, as determined by staff. Staff will then present and explain the rationale behind the specific preferred traffic calming design. The public meeting will provide residents with an opportunity to become involved in the process, learn more about the proposed traffic calming treatment(s) and to provide their feedback. Each plan will include a procedure to communicate with and engage the neighbourhood, in keeping with the Council Policy on Community Engagement and its principles.

Notification of the meeting will be published in a newspaper and through other social media network, including Town website, Facebook and Twitter. The purpose of this notice will be to provide notification to the public regarding the meeting date, time and location. It will also present an opportunity to solicit comments on the alternative traffic calming measures.

6.10 Resident Notification

Residents will be notified that traffic calming has been either approved or not approved by the Town on the subject roadway. The notice will be sent to the same mailing list used to deliver the traffic calming survey and any other persons having requested notification throughout the process.

6.11 Finalize Preferred Traffic Calming Plan

Using technical data, community feedback, and in keeping with the goals, objectives and principles set out in this policy, staff will finalize the preferred traffic calming design to be put forward as the recommended preferred traffic calming plan. In finalizing the preferred traffic calming plan, general consideration will be given to the various aspects of road design such as utility placement, landscaping, sign requirement and drainage.

If, during the detailed design stage, limitations are identified which challenge the feasibility of the plan, alternatives will need to be considered. This may include alterations or a re-development of the preferred plan. If significant or major changes to the plan are required due to design constraints, agencies and residents on the mailing list will be consulted and notified of any changes. If staff believe that the required modifications to create the detailed design result in a significantly different final design from that which was presented to residents, staff may recommend additional agency consultation, and/or public meeting.

6.12 Implementation of Traffic Calming Measures

Upon approval of Council, resident notification, and sufficient funding, traffic calming measures will be implemented. Residents will be notified of implementation timelines through the contact mailing list. Where feasible, staff may decide it is beneficial to phase in the traffic calming plan through the use of



temporary or removable traffic calming measures such as pavement markings or flexible delineators. This will allow time to examine the impact of the measures and their effectiveness before committing funding to permanent treatments.

6.13 Evaluation and Monitoring

Engineering staff will monitor the roadway to determine the effectiveness of the utilized measures and their impact on the surrounding road network. This information will be used in recommending similar measures in the future. In addition to conducting before and after speed studies the Town will conduct studies to assess if the traffic calming plan has resulted in significant amounts of traffic diverting to adjacent, parallel streets in some cases. These after studies will be compared with the Town's 'before' studies to determine the change in traffic volume.

6.14 Removal of Traffic Calming Measures

Traffic calming devices may only be removed at the direction of Council through the Traffic Calming Removal process. Traffic calming measures must be installed for at least 2 years before starting the process to remove them.

A minimum of twenty-five (25) percent of property owners within the impact area must indicate their approval by signing the Traffic Calming Removal Request. The signatures must come from households with direct frontage or flankage onto the section of roadway that has been identified as the location for the potential implementation of traffic calming measures, as defined by Engineering Staff. Each household is represented by one signature, regardless of the number of people in the household.

When Staff receives a successful petition, a survey will be sent out to all the area residents who were initially surveyed. The survey will be delivered to the same residents as was initially done to gauge support for traffic calming. The survey must indicate majority of respondents surveyed agreeing to the removal for the process to continue.

If the results of the survey show a majority support for the removal, staff will consult with any pedestrian generator within a 1km radius of the traffic calming measure, as well as other known stakeholders for comment. The successful petition and stakeholder comments will be reported to Council for direction on the removal of traffic calming measures.

If a request to remove a single traffic calming device, within an overall traffic calming plan, is received, all traffic calming devices will be considered for removal. Depending on circumstances, it could be possible to remove a single device constructed as part of an overall plan, however, in most cases all devices work together to be effective and to ensure that traffic is not diverted where it should not be.

The Town reserves the right to remove traffic calming measures if it determines that they are ineffective or unsafe, or if they have created a negative impact that cannot be corrected.



If traffic calming devices are removed, the subject street must wait at least 2 years before requesting a new traffic calming plan; at this point the approval process will start over.

6.15 Special Provisions

Traffic Calming Process Initiation

Under certain circumstances the Traffic Calming Process may be initiated by Staff without; receiving a written request from a local resident, completing a Traffic Calming Pre-Screening Assessment or distributing a Neighbourhood Petition (Sections 6.2 to 6.4).

The Traffic Calming Process may be initiated by Staff:

- If changes to the transportation network within the Town of Pelham, the Niagara Region and neighboring municipalities have resulted in increased speed, pedestrian safety concerns and cut through traffic on local, collector and rural roads.
- Upon request from a school, school board, senior living centre, or other municipal committee.
- If operational issues including excessive speed, cut through traffic, and pedestrian safety problems have been observed, or known to exist.
- As directed by Council.

Traffic calming processes initiated by staff must complete the following sections prior to implementation:

- 6.5 Data Collection
- 6.6 Point Assessment
- 6.7 Initial Traffic Calming Design
- 6.8 Internal Comments
- 6.9 Public Information Centre
- 6.10 Resident Notification
- 6.11 Finalized Traffic Calming Plan
- 6.12 Implementation of Traffic Calming
- 6.13 Evaluation and Monitoring

Removal of Traffic Calming Measures

In certain locations where temporary traffic calming measures are installed and removed as part of a seasonal traffic calming plan, once the plan receives approval of Council, traffic calming measures may be installed and removed as directed by staff.



Appendix A – What is NOT Traffic Calming

According to the Canadian Guide to Neighbourhood Traffic Calming, prepared by the Institute of Transportation Engineers (ITE) and the Transportation Association of Canada (TAC) the following examples are not to be used to calm traffic:

Unwarranted All Way Stop

- Creates higher traffic speeds between stop signs. Studies have determined the speed is only reduced for 100 m on either side of the intersection.
- Results in poor compliance with stop signs due to driver frustration.
- Results in more frequent rear-end collisions caused by low percentage of motorists who actually do come to a complete stop.
- Requires frequent police enforcement as motorists do not stop, a drain on manpower resources.
- Potential risk to pedestrians **especially children and seniors** crossing an intersection, since not all motorists approaching an intersection will stop.
- Motorists get in the habit of stopping at unwarranted all-way stop locations, than assume at a 2 way stop cross traffic is going to stop and pull out in front of an opposing vehicle which results in a collision.

In light of the above, all-way stops should not be used as a tool to calm traffic. There are established criteria for all-way stop control based upon the numbers of pedestrians and vehicles sharing an intersection, the collision history and visibility. When these criteria are followed, risks are minimized and new safety concerns are not created. There have been numerous studies completed in North America which have validated all of the above findings.

40 km/h Speed Zone

- People travel at a speed they feel comfortable based on the environment though which they are driving regardless of the posted speed limit.
- Compliance with an artificially reduced speed is only achieved with consistent and visible police enforcement, a resource which is not always available.
- Collisions, when they occur, can be more significant due to the differences in speed between vehicles.
- Pedestrians may perceive the roadway to be safer due to the reduced speed limit. This false sense of security may lead pedestrians that are crossing the roadway to not be as cautious as they would be otherwise.

‘Children at Play’ Sign

- Many signs in residential areas, which are installed to ‘warn’ people of normal conditions, fail to improve safety.



- Warning signs can be effective tools if used sparingly and only to warn motorists of uncommon hazards that are not apparent to motorists.
- 'Children at Play' signs can give parents a false sense of security since motorists often disregard these signs.
- Children playing in the streets, while common place, is dangerous and prohibited in the Highway Traffic Act and the Traffic By-law.
- Since children live on nearly every residential block, 'Children at Play' signs would need to be placed on every roadway.
- Residential blocks with no signs might imply that no children live there, so it is acceptable to exceed the posted speed limit.

Speed Limit Sign

- The posted speed limits for roadways are typically established based upon recognized engineering criteria related to the roadway design.
- Posted speed limits, which do not match the characteristics of the roadway frustrate motorists and tend to foster aggressive driving habits. There are several examples where speed concerns exist primarily as a result of assigned speed limits that neither reflects the design speed nor the operating conditions of the roadway. Large discrepancies between posted speed limits and operating speeds can create a false sense of security for all road users, including pedestrians and places an additional enforcement burden on the Police.
- Reducing posted speed limits, without changing the characteristics of the roadway to encourage reduced speeds has been shown to have a minimal impact on vehicle operating speeds.
- Posted speed limits should be implemented in a consistent manner so that the speed limits maintain a level of credibility and compliance when the posted speed limit is applied properly. Reduced speed limits seem to provide the greatest result in situations when they are self-enforcing.
- Additional signage and/or adjusting the posted speed limit of a roadway are not considered to be traffic calming measures.

Rumble Strip

A Rumble Strip is a raised pavement section that can be closely spaced along a roadway at regular intervals. Rumble strips are a road safety feature used to caution inattentive motorists of potential danger. As the motorist travels over the rumble strips, the vehicle experiences both noise and vibration to alert the motorist.

They are typically installed along freeways and higher speed roadways to alert motorists that may begin to veer from the travel lane to the shoulder. Their purpose is to reduce the number of vehicles that depart the roadway; this is a common example of rumble strips used to enhance safety. Rumble strips can also be installed across the travel lane itself when unusual conditions exist ahead.

Rumble Strips can be installed along the travel lanes of a higher speed roadway that contains an isolated all-way stop controlled intersection. A motorist may grow accustomed to traveling at a certain speed and



otherwise may not expect to stop; the purpose of the rumble strip is to alert the driver. This is a common example of rumble strips to alert motorists of a condition that is unusual to a specific roadway.

Rumble strips should not be used as traffic calming measures. These measures become less effective over time as the motorists grow accustomed to them. Rumble strips also increase noise levels for nearby residents and commonly require additional maintenance.

Speed Bumps

These measures should not be confused with speed humps. Speed bumps are vertical obstructions often found in privately-owned parking lots (shopping centers, schools, condominium complexes, parks, etc). Speed bumps typically measure between 75 mm and 100 mm in height and 3 m in length, and are often designed for a design speed that is much lower than a typical posted speed limit along a public roadway.

Traffic calming measures should be designed and implemented with the purpose that vehicles will be able to comfortably travel at the posted speed limit. In contrast, speed bumps require vehicles to travel much slower to attain a comfortable travel speed. The necessary braking and slow speeds can create a safety hazard, possibly causing rear- end collisions.

In summary, speed bumps should not be installed on public roads and are not considered to be a traffic calming measure.

APPENDIX B – Traffic Calming Techniques

PASSIVE & MITIGATION MEASURES

Passive traffic calming measures do not require construction of physical modifications to the roadway. Passive traffic calming often results in lower cost and prevents constructing a more-permanent change to the roadway. Physical (vertical and horizontal) traffic calming measures will be considered by the Town when either the passive measures have not alleviated the Neighbourhood concerns or the Town determines the need for their installation.



Passive traffic calming measures include education, targeted speed limit enforcement, radar trailer placement, dynamic speed display signs, and speed legends.

Education

Activities that change people's perceptions and help alter driver behaviour are most preferred. Meetings and workshops with neighbours and the Town can help implement and direct traffic calming applications. Most traffic problems are a result of human behaviour. Through outreach programs and Neighbourhood watch programs such as the Active and Safe Routes to School program, residents can play a big part in spreading the information.

Advantages:

- Flexible in the duration of meetings, workshops, etc.
- Inexpensive compared to other alternatives

Disadvantages:

- Difficult to measure the effectiveness
- May take time to be effective
- Potential challenge in generating citizen participation

Community Entrance Signs



The "Drive Slowly... Think of Us" sign is purely informational and as such, is intended to serve as a reminder to motorists that they are entering a residential area where the residents are concerned about the safety and integrity of the neighbourhood.

As the over use of any traffic control device or sign can have a negative effect on motorist activities, the Engineering Services Department limits the placement of community entrance signs using the following principles/guidelines:

Limits its installation to entrances to residential neighbourhoods off collector and arterial roadways where the neighbourhood experiences a degree of non-residential through traffic.

The sign is meant to serve as a reminder for motorists to "turn off" the highway driving mode and to be aware that they are entering a residential area where reduced speeds are required to negotiate vehicles entering and exiting driveways as well as the potential for children to be playing adjacent to the roadway.

Textured Pavement



Textured pavement and stamped asphalt can be used alone as a traffic calming measure or in combination with other physical measures. Drivers typically slow down when crossing textured pavement due to vibration created by the pavement surface. However, this also creates considerable noise that may be a disadvantage for neighbours.



Textured Pavement

Advantages:

- Pleasing visual aesthetics

Disadvantages:

- Noise pollution
- Higher cost
- Not as effective in reducing speeds



Textured Pavement



Targeted Speed Limit Enforcement

The Niagara Region, through the Niagara Regional Police (NRP), can provide targeted speed limit enforcement in response to identified operational issues. Targeted speed limit enforcement purpose is to make drivers more aware of their speed within a residential area. This measure typically only provides a temporary benefit, since speed limit enforcement is not available on a regular, on-going basis.

The Niagara Regional Police Service has set up a hotline to allow citizens to provide feedback on traffic safety issues. The hotline allows the public to provide information on where traffic is dangerous, problems you're encountering on the roads, and other traffic safety complaints. This initiative doesn't replace existing methods of dealing with accidents and other traffic issues, but serves as an additional way of reporting incidents you may have witnessed or become aware of. By the public and police working together, the Niagara Region becomes a safer place for everyone.

Speeding and other traffic issues may be reported to the NRP utilizing the traffic hotline: 905-688-4111, ext. 5555. Or website: <https://niagarapolice.formbuilder.ca/Public-Website/Traffic-Complaint>

Advantages:

- Does not require time for design
- Does not slow emergency vehicles
- Effective in reducing speeds in a short timeframe

Disadvantages:

- Effectiveness may be temporary
- Expensive to maintain a continued program of enforcement
- Fines lower than enforcement cost
- Time and resources constrained

Speed Display

A dynamic speed display sign performs the same function as a radar trailer, but is meant to be installed as a permanent device. Real-time speeds are relayed to drivers and flash when vehicle speeds exceed the posted speed limit. Dynamic speed display signs are typically placed in on a street for a period of 1 week. The Town has one (1) mobile unit which is rotated through a number of locations during the spring, summer and fall. A higher priority is placed on locations with younger or older pedestrians. Portable speed display signs can also be utilized but only for a short durations.

Advantages:

- Relatively Inexpensive



- Does not require time for design
- Does not slow emergency vehicles
- Effective in reducing speeds in a short timeframe

Disadvantages:

- Requires power source
- Requires staff for set-up and removal
- Only effective for one direction of travel
- Long-term effectiveness is uncertain
- Subject to vandalism



Portable Speed Display Sign

On Street Parking

Most roads within residential areas are built wide enough to allow on street parking on at least one side of the road. Area residents often create the opportunity to speed by introducing No Parking zones. Eliminating parked vehicles from your street significantly increases the width of the road and will increase the speed of local traffic. There have been studies done in North America which have shown the introduction of a No Parking zone increased the speed of traffic by 20%. On Street Parking is not permitted between November 1st and April 1st during Winter Operations.

Road Diet

A road diet refers to using pavement markings to make the travel portion of the road narrower, typically introducing bike lanes and or parking lanes. Passive speed control measures such as pavement markings attempt to change the fundamental sensory information available to drivers to influence their speed behaviour. By adding markings to the road, drivers' perceptions can be distorted creating the illusion that they are driving faster than they really are, persuading drivers to slow down.



Additionally, the new road markings can serve as a warning sign; because these pavement patterns are mostly unfamiliar to road users, they violate driver expectancy causing motorists to decelerate.



Road Diet
(Including On Street Parking and Bike Lanes)



PHYSICAL VERTICAL DEFLECTION

Vertical traffic calming measures provide an obstruction that vehicles are able to travel over. The change in pavement height (and sometimes pavement materials) can cause discomfort to the occupants of vehicles that are exceeding the design speed of the traffic calming measure. It should be noted that most vertical traffic calming measures are not preferred along roadways that are emergency vehicle routes or transit routes.

To reduce the chances of potential liability issues, vertical traffic calming measures should be signed and marked in accordance with reference material provided by the Institute of Transportation Engineers (ITE) and the Neighbourhood Traffic Calming (TAC).

Vertical traffic calming measures typically perform better when they are installed in a series, as opposed to a single isolated measure. The deceleration and acceleration of a vehicle, while negotiating a series of vertical traffic calming measures, is dependent on the number and spacing of the installations.

The implementation of vertical traffic calming measures can result in some traffic diverting onto parallel streets. This essentially moves the cut-through problem instead of solving it. Consideration should be placed on the concept of improving the Neighbourhood (not just improving the street).

Vertical traffic calming measures include speed humps, speed cushions, speed tables, raised crosswalks, raised intersections, and textured pavements.

Speed Cushion

Speed cushions are narrower speed humps that are typically installed in the center of each travel lane. Speed cushions typically are six (6) feet in width. Speed cushions typically range in length between seven (7) and ten (10) feet. Passenger vehicles will traverse the speed cushions in the same manner as a speed hump. However, emergency vehicles are able to straddle the speed cushions due to their wider wheel track. Thus, response times for emergency vehicles are not increased as much (if at all).

Advantages:

- Less expensive than speed humps
- Effective in reducing vehicle speed
- Does not impact emergency vehicle response time as much as speed humps

Disadvantages:

- Increases noise and air pollution in Neighbourhood
- Passenger vehicles with larger axle widths may be able to straddle the speed cushions
- May be damaged by snow plows



Speed Cushions

Raised Crosswalks

Raised crosswalks have a similar shape to a speed table, but the flat top contains a striped pedestrian crosswalk. These measures should be elevated to a height that matches the adjacent sidewalk, such that the raised crosswalk is flush with the curb or top of sidewalk elevation at each end. Raised crosswalks must be installed with the appropriate sidewalk transitions on both sides.

Advantages:

- Provides a more visible pedestrian crossing
- Quicker response time for emergency vehicles than speed humps
- Effective in reducing vehicle speed, but not as well as speed humps
- Addition of brick or textured materials can improve aesthetics



Raised Crosswalks

Disadvantages:

- More expensive than speed humps
- Increases response time for emergency vehicles
- Increases noise and air pollution in Neighbourhood
- May be damaged by snow plows



NOTE: Lack of sidewalk infrastructure may result in a raised crosswalk not being applicable in the Town. Raised crosswalks can be constructed without the presence of sidewalks, as long as there are AODA-compliant pedestrian landing areas with detectable warning strips on both ends of the raised crosswalk

Speed Tables

Speed tables are flat-topped speed humps. Speed tables typically measure between three (3) and four (4) inches in height and 22 feet in length, with the flat portion being ten (10) feet in length. Speed tables are typically long enough for the entire wheelbase of a passenger car to rest on the flat top. Their long flat fields give speed tables higher design speeds than speed humps. The brick or other textured materials are usually used on the flat top to improve the appearance of speed tables, draw attention to them, reduce speed, and may enhance safety. Like speed humps, discomfort increases as the speed of the vehicle traveling over the hump increases. Speed tables are good for locations where low speeds are desired but a somewhat smooth ride is needed for larger vehicles.

Advantages:

- Quicker response time for emergency vehicles than speed humps
- Effective in reducing vehicle speed, but not as well as speed humps
- Addition of brick or textured materials can improve aesthetics

Disadvantages:

- More expensive than speed humps
- Increases response time for emergency vehicles
- Increases noise and air pollution in Neighbourhood





Speed Tables

Speed Humps

Speed humps are raised areas of pavement which are rounded on top and placed cross the entire street. Speed humps typically measure between 75 and 100 millimeters in height and 10m in length. The height and length of the speed hump determines how fast it can be navigated without causing discomfort to the driver. Discomfort increases as the speed of the vehicle traveling over the hump increases.

Advantages:

- Low Cost
- Effective in reducing vehicle speed

Disadvantages:

- Unsupported by Emergency Services
- Increases response times and damage to emergency vehicles
- Negative impact on Transit buses
- Increases noise and air pollution in Neighbourhood
- May be damaged by snow plows



Speed Humps



HORIZONTAL TRAFFIC CALMING MEASURES

Horizontal traffic calming measures incorporate raised islands and curb extensions to prevent vehicles from traveling in a straight line at excessive speeds. Vehicles either slow down while maneuvering around the horizontal obstacle, or slow down due to the physical perception of a narrower roadway. To reduce the chances of potential liability issues, horizontal traffic calming measures should be signed and marked in accordance with reference material provided by the Institute of Transportation Engineers (ITE) and the Transportation Association of Canada (TAC).

The implementation of horizontal traffic calming measures can result in some traffic diverting onto parallel streets. This essentially moves the problem instead of solving the problem. Consideration should be placed on the concept of improving the Neighbourhood (not just improving the street).

Horizontal traffic calming measures include Neighbourhood traffic circles, roundabouts, chicanes, lateral shifts, centre medians and curb extensions.

Curb Extension

Curb Extensions reduce the roadway width at intersections and midblock locations, thereby reducing speeds when drivers experience the physical perception of a narrow roadway. Curb extensions offer the more important benefit of improving pedestrian safety by providing a refuge and shortening the crossing distance. Curb extensions have been found to be very effective in school zones where they offer the third benefit of defining the parking area.

Advantages:

- Encourages a safer pedestrian environment by providing a shorter crossing distance and increased visibility
- Very effective in front of elementary schools in addressing pick-up, drop off parking issues
- Prevents parking too close to intersections keeping sight lines open
- Opportunity for landscaping and improved aesthetics

Disadvantages:

- Effectiveness is limited by the absence of vertical deflection and if traffic volumes are low
- Difficult for right-turning emergency vehicles
- Increased cost for maintenance of landscaping if it exists
- May require bicyclists to briefly merge with vehicular traffic



Curb Extension(s)

Curb Radius Reduction

The Curb Radius Reduction is the reconstruction of an intersection corner to a smaller radius. This measure effectively slows down right-turning vehicle speeds by making the corner 'tighter' with a smaller radius. A corner radius reduction may also improve pedestrian safety to a certain degree by shortening the crossing distance. This type of measure is acceptable primarily on local roads and to a lesser extent on collector roadways; its use is often limited to specific situations where the existing intersection geometry would allow the reconstruction. In addition, curb radius reductions should not be used on transit routes requiring a right turn.

Advantages:

- Shortens pedestrian crossing time
- Forces vehicles on approach to come to a full stop

Disadvantages:

- Large axle vehicles are unable to negotiate the turn without driving over the sidewalk



Neighbourhood Traffic Circle

Neighbourhood traffic circles are raised islands placed in intersections, forcing traffic to circulate around the raised island. The traffic circle is typically circular in shape and can include landscaping within the raised island. The raised island in the center of the intersection typically measures between 16 and 24 feet in diameter. Neighbourhood traffic circles can be controlled by YIELD signs on all approaches, STOP signs on all approaches, or a combination of free-flow conditions along the major street and STOP signs along the minor street. Traffic circles prevent drivers from speeding through intersections by impeding the through movement. Neighbourhood traffic circles are most effective when there is vertical planting material in the center. This adds to its visibility to the driver and provides aesthetics to the Neighbourhood.

Advantages:

- Effective in reducing vehicle speed
- Can reduce severity of motor vehicle collisions
- Opportunity for landscaping and improved aesthetics

Disadvantages:

- Difficult for left-turning emergency vehicles
- Possible need for right-of-way, depending on size of raised island
- Increased cost/labor for maintenance of landscaping



Neighborhood Traffic Circle



Center Island Median

Center island medians are raised islands located along the centerline of a street that narrow the travel lanes at that location. The presence of a median, resulting in a smaller roadway width, reduces speeds when drivers experience the physical perception of a narrow roadway. The medians can be landscaped to provide visual amenity.

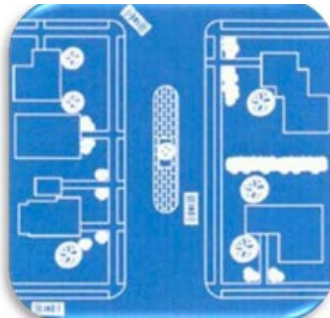
The median island can act as a “gateway” when placed at the entrance to a neighbourhood. A median island of adequate width can also be referred to as a “pedestrian refuge” if located at a crosswalk and the median is accommodating for pedestrians.

Advantages:

- If designed well, can have a positive aesthetic value
- Opportunity for landscaping and improved aesthetics

Disadvantages:

- Effectiveness is limited by the absence of vertical deflection
- May interrupt driveway access to adjacent properties
- Increased cost for maintenance of landscaping



Centre Island Median(s)

Chicane

Chicanes are curb extensions that alternate from one side of the street to the other, creating S-shaped travel patterns. Raised landscaped islands or delineators are usually provided at both ends of a chicane in order to enhance the drivers awareness of the need for a lateral shift.

Along a section of roadway that contains a chicane; off-street parallel parking may be restricted along property frontages due to curb and gutter.

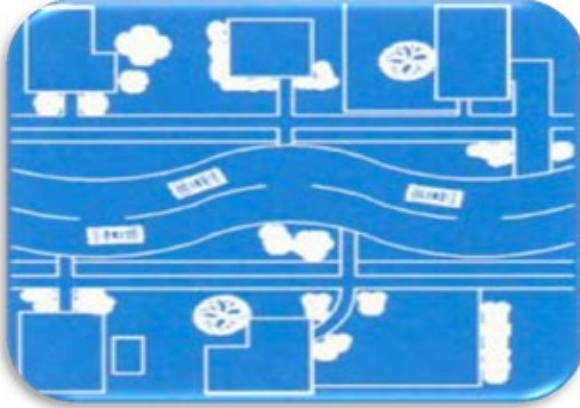
Advantages:

- Discourages high speeds by forcing horizontal deflection
- Easily negotiable by emergency vehicles
- Opportunity for landscaping and improved aesthetics



Disadvantages:

- Must be designed carefully to discourage drivers from deviating out of the appropriate lane
- Curb realignment and landscaping can be expensive, especially if there are drainage issues
- Increased cost for maintenance of landscaping



Chicane

Lateral Shift

Lateral shifts can be described as one half of a chicane. Curb extensions or pavement markings are provided on otherwise straight streets that cause travel lanes to bend one way and then bend back the other way to the original direction of travel. With the appropriate degree of deflection, lateral shifts are one of the few measures that have been used on collectors or even arterials. When high traffic volumes and high posted speed limits prevent the use of other traffic calming measures, lateral shifts can be considered.

Advantages:

- Can accommodate higher traffic volumes than many other traffic calming measure
- Discourages high speeds by forcing horizontal deflection
- Easily negotiable by emergency vehicles
- Opportunity for landscaping and improved aesthetics

Disadvantages:

- Must be designed carefully to discourage drivers from deviating out of the appropriate lane
- Curb realignment and landscaping can be expensive (pavement markings are less expensive)
- Increased cost for maintenance of landscaping



Lateral Shift - With Road Paint

Roundabouts

Unlike traffic circles, roundabouts are larger and typically require additional right-of-way. The central island diameter of a single-lane roundabout can measure between 55 and 110 feet. Roundabouts require raised splitter islands to channel approaching traffic to the right. Roundabouts are found primarily on arterial and collector streets, often substituting for intersections that are controlled by traffic signals or all-way stop signs.

Advantages:

- Moderates traffic speed on an arterial, collector, or local road
- Enhanced safety compared to a traffic signal
- Less expensive to operate than a traffic signal Opportunity for landscaping and improved aesthetics

Disadvantages:

- May require major reconstruction of an existing intersection
- Increases pedestrian distance from one crosswalk to the next
- Difficult for visually impaired pedestrian to navigate
- Increased cost for maintenance of landscaping



Roundabout(s)

Curb Face Sidewalk

A curb face sidewalk is a wider than normal sidewalk retrofitted into an older area of the Town where putting a sidewalk in standard location would eliminate or damage a number of mature trees. The sidewalk is primarily built on the existing road bed, narrowing the road.

Advantages:

- Removes the pedestrians from the road improving pedestrian safe
- Narrowing the road will slow some drivers down
- No trees need to be remove

Disadvantages:

- May have to eliminate on street parking
- Expensive
- Reduced snow storage, difficult to clear large windrows





Curb Face Sidewalk

PHYSICAL OBSTRUCTION

Physical obstructions are the most severe traffic calming tool and are only used when it is determined a vertical or a horizontal measures won't address the identified problem. The primary purpose of physical obstructions is to eliminating short-cutting traffic by stopping specific vehicle movements. It is important to note that physical obstructions are intended to deter motor vehicle traffic only and not to obstruct bicycle or pedestrian traffic. These types of measures are typically implemented at intersections, but may also be applied at some mid-block locations.

Obstructions range from those that have a relatively minor impact on vehicular access to those that severely restrict access such as a road closure. It is important to remember once the vehicle restricted movement is in place area residents have to live with it every day.

Directional Closures

Directional closures are created using a curb extension or other barrier that extends into the roadway, approximately as far as the centerline. This device obstructs one side of the roadway and effectively prohibits vehicles travelling in that direction from entering. Directional closures are especially useful for controlling non-compliance of one-way road sections and are compatible with other modes such as bicycles.

At all directional closures, bicycles are permitted to travel in both directions through the unobstructed side of the road; however, some directional closures have a pathway built through the device specifically for bicycles. Since their purpose is to prevent short-cutting traffic, directional closures are applicable for use on local streets and minor collectors, at their intersection with collectors and arterials

Advantages:

- Directional closures typically result in about a 40% reduction in traffic volumes
- There may also be a reduction in travel speeds around the intersection
- Eliminates right angle collisions

Disadvantages:

- Restricts resident access to the neighbourhood
- May divert significant volume of traffic to parallel streets without traffic calming measures
- Could not be implemented without a larger traffic impact study

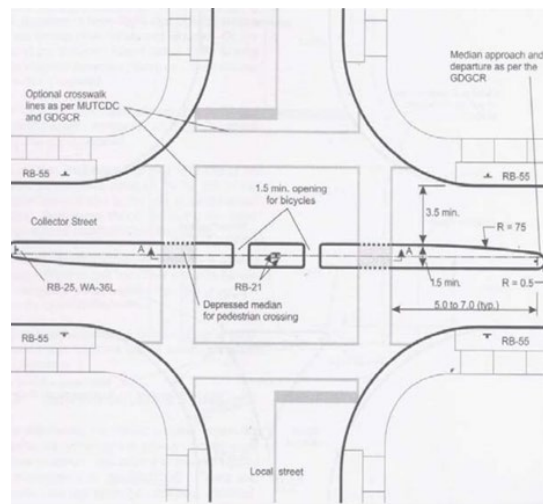


Directional Closure – Restricted Neighbourhood Access

Raised Median Through Intersection

These devices may be used on the centerlines of local and collector roadways to prevent left-turn and through movements to and from intersecting streets. This type of device is especially effective at preventing short-cutting and through traffic while providing some secondary pedestrian safety benefits.

The advantages and disadvantages are the same as the directional closure.



Raised Median Through Intersection



Right-In / Right-Out

Right-in/right-out islands are raised triangular islands located on an intersection approach to limit the side street to right turn in and out movements. Similar to a raised median through an intersection, this device is used primarily to restrict movements to and from an intersection roadway.

Right-in/right out islands may be considered only for use in locations where local residential streets intersect another roadway of any class. The island needs to be designed properly or vehicles will drive left around it.

The advantages and disadvantages are the same as the directional closure.



Right-in / Right-out

Diverter

A diverter is a raised barrier placed diagonally across an intersection that forces traffic to turn and prevents traffic from proceeding straight through the intersection. Diverters can incorporate gaps for pedestrians, wheelchairs and bicycles and can be mountable by emergency vehicles. The purpose of a diverter is to obstruct short-cutting or through traffic.

**Advantages:**

- Diverters can result in a 20% to 70% reduction in area-wide traffic volumes, depending on extent of diverters used

Disadvantages:

- Restricts resident access to the neighbourhood
- May divert significant volume of traffic to parallel streets without traffic calming measures
- Could not be implemented without a larger traffic impact study



Traffic Diverter

Full Closure

A full closure is a barrier extending the entire width of a roadway, which obstructs all motor vehicle traffic along the roadway. A closure can change a four-way intersection to a three-way intersection, or a three-way intersection into a non-intersection. Gaps can be provided for cyclists and they are typically passable by emergency vehicles. The purpose of a full closure is to eliminate short-cutting or through traffic.



Full Closure

Advantages:

- Eliminates all short-cutting or through traffic

Disadvantages:

- Restricts resident access to the neighbourhood
- May divert significant volume of traffic to parallel streets without traffic calming measure
- Could not be implemented without a larger traffic impact study



APPENDIX C – Traffic Calming Form Letters

20 Pelham Town Square
PO Box 400
Fonthill, On
L0S1E0

Date:

PETITION LETTER IMPORTANT INFORMATION REGARDING NEIGHBOURHOOD TRAFFIC CALMING REVIEW PETITION

Please read before signing petition

The Town of Pelham has initiated this petition to evaluate who is interested in initiating a traffic calming review at the following location:

Pelham Staff Note: Insert Street Name and extents (to/from) before sending and attach policy

To initiate a review of whether or not the above-noted street warrants traffic calming, a petition, indicating support, is required. The Town of Pelham has provided the attached copy of the traffic calming petition and the Town's Traffic Calming Policy to the resident initiating the request for a review. The focus of the petition is to determine if there is support from adjacent residents for Town staff to perform an investigation of traffic concerns on the above-noted roadway.

The results of the petition must show support from at least 25% of the households with direct frontage onto the roadway to be investigated. Each household is represented by one signature, regardless of the number of people in the household (an apartment/condo would count as one household). Failure to meet the 25% support level will result in termination of the investigation. Please note that you should indicate on the petition whether or not you support the request for a review. If you are neutral and do not feel strongly either way, please check off the 'neutral' box: neutral answers will be considered as not supporting the initiation of a review.

Initially passive measures will be used by the Town for a 1 year period in an attempt to address the identified operational traffic issues. If the outcome of the Town's 1 year review indicates the problem still exists than physical traffic calming measures are warranted, all affected residents (households), as determined by the Town, will have the opportunity to indicate whether or not they support any future proposed physical traffic calming measures.



After the Town develops a traffic calming plan, the Town will conduct a public meeting to explain the plan, at which point residents will have the opportunity to provide their input. If you have any additional questions or comments please contact:

Assigned Public Works Staff

(905) 892-2607 ext. XXX

Publicworksstaff@pelham.ca

www.pelham.ca



20 Pelham Town Square
PO Box 400
Fonthill, On
L0S1E0

**PETITION LETTER
IMPORTANT INFORMATION REGARDING
NEIGHBOURHOOD TRAFFIC CALMING REMOVAL PETITION**

Please read before signing petition

The Town of Pelham has supplied this petition to a concerned resident who is interested in initiating a traffic calming removal petition at the following location:

Pelham Staff Note: Insert Street Name and extents (to/from) before sending and attach policy

To initiate a review of whether or not the above-noted street warrants traffic calming removal, a petition, indicating support, is required. The Town of Pelham has provided the attached copy of the traffic calming removal petition and the Town's Traffic Calming Policy to the resident initiating the request for a review. The focus of the petition is to determine if there is support from adjacent residents for Town staff to perform an investigation to remove the traffic calming devices

The results of the petition must indicate a majority of the total surveys delivered to residents with direct frontage onto the roadway to be investigated. Each household is represented by one signature, regardless of the number of people in the household (an apartment/condo would count as one household). Failure to meet the majority support from residents within the impact area will result in termination of the investigation. Please note that you should only sign the petition if you agree the devices should be removed.

If a request to remove a single traffic calming device, within an overall traffic calming plan, is received, all traffic calming devices will be considered for removal. Depending on circumstances, it could be possible to remove a single device constructed as part of an overall plan, however, in most cases all devices work together to be effective and to ensure that traffic is not diverted where it should not be. The Town reserves the right to remove traffic calming measures if it determines that they are ineffective or unsafe, or if they have created a negative impact that cannot be corrected. The Town will mail out a notification and advertise in local newspapers informing of its decision to remove traffic calming measures

If traffic calming devices are removed, the subject street must wait at least 2 years before requesting a new traffic calming plan; at this point the approval process will start over.

If you have any additional questions or comments please contact:

Assigned Public Works Staff



(905) 892-2607 ext. XXX
Publicworksstaff@pelham.ca
www.pelham.ca

Traffic Calming Removal Request

Citizen Representative Information

Name: _____

Street Address: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

The Citizen representative is requesting that the Town of Pelham consider the removal of traffic calming measures along the following roads:

| | | | | |
|-------|---------|-------|-----|-------|
| _____ | between | _____ | and | _____ |
| _____ | between | _____ | and | _____ |
| _____ | between | _____ | and | _____ |

Select the concerns that apply and provide a brief description of the concerns

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Speeding | <input type="checkbox"/> Traffic Volumes | <input type="checkbox"/> Cut-through traffic |
| <input type="checkbox"/> Crashes | <input type="checkbox"/> Pedestrian Safety | <input type="checkbox"/> Bicycle Safety |
| <input type="checkbox"/> Large Trucks | <input type="checkbox"/> Other | |

Brief Description of Concerns:

The undersigned concur with the request for the traffic calming measures made by the citizen representative. Only one signature per property is permitted. In order for this request form to



be reviewed, a majority response in favour is required from property owners. Any signatures without valid addresses will be voided. This petition can only be circulated to homes contacted as part of the original traffic calming survey.

| Name | Street Address | Signature |
|------|----------------|-----------|
| | | |
| | | |

Town of Pelham Office:
905-892-2607 Ext. 332
pelhamstaff@pelham.ca
www.pelham.ca

APPENDIX D – Traffic Calming Point Assessment



TRAFFIC CALMING POINT ASSESSMENT

Location:

Date Compiled:

Roadway Type:

Local

Collector

Traffic Data

| | <u>Feature</u> | <u>Range</u> | <u>Criteria</u> | <u>Total</u> |
|-----|-----------------------|--------------|--|--------------|
| 1a. | Speed | 0 to 35 | 5 points for every 2 km/h that the 85 th percentile speed is greater than 10 km/hr over the speed limit | |
| 1b | High Speed | 0 to 5 | 5 points if minimum of 5% of daily traffic exceeds posted speed by 15-20 km/hr | |
| 2. | Volume | 0 to 20 | Local Roadways: 5 points for every 1,500 ADT Collector Roadways: 5 points for every 2,000 ADT | |
| 3. | Short-Cutting Traffic | 0 or 15 | 5 points if there is a presence of 25% or more short-cutting traffic, additional 5 points for every 10% increment above 25%. | |
| 4. | Collisions | 0 to 10 | 1 point for every 2 collisions/year over a 3 year period | |

Road Characteristics

| | <u>Feature</u> | <u>Range</u> | <u>Criteria</u> | <u>Total</u> |
|----|-----------------------|--------------|--|--------------|
| 5. | Sidewalks | 0 or 10 | 10 points for no sidewalks with evidence of pedestrian activity, 5 points for sidewalks on only one side | |
| 6. | Pedestrian Generators | 0 to 15 | 5 points for each nearby* pedestrian generator such as a school, playground, community centre, libraries, retail centres, etc. | |

Total

| | | | |
|--|---|-----|----|
| | Does the location meet the minimum requirements | | |
| | Local roadway = minimum 35 points | | |
| | Rural roadway = minimum 45 points | | |
| | Collector roadway = minimum 52 points | YES | NO |

Following the public meeting, the traffic calming plan will be modified, as required.

Subject: Port Robinson Road Traffic Study Report

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0156 – Public Works, for information.

Background:

At its regular meeting of January 30, 2023, Council endorsed the following motion:

WHEREAS the Council for the Town of Pelham is committed to the safety of the community;

AND WHEREAS Council for the Town of Pelham is concerned that the speed and flow of vehicular traffic on Port Robinson Road, particularly between Station Street and Rice Road, may have the capacity to create safety hazards;

AND WHEREAS Council for the Town of Pelham desires to mitigate this hazard by regulating the speed of vehicular traffic on Port Robinson Road, particularly between Station Street and Rice Road, and to consider various potential traffic calming methods for this purpose;

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Pelham direct staff to investigate the need for potential traffic calming methods to regulate and reduce the speed of vehicular traffic on Port Robinson Road, particularly between Station Street and Rice Road;

AND THAT Council direct staff to undertake a speed study to collect speed data and to undertake a warrant study for a stop controlled intersection at Lametti Drive and Port Robinson Road;

AND THAT Council direct staff to report on the speed and traffic volume data and complete a traffic calming point assessment to determine if Port Robinson Road meets the requirements for implementing traffic calming initiatives and to report back to Council by June, 2023;

AND THAT Council for the Town of Pelham direct staff to promote the Town's Neighborhood Traffic Management Policy S801-02 and information on road safety on the Town of Pelham website and social media.

This report serves to inform Council of the results and recommendations from the Traffic Study completed by CIMA+ Engineering on Port Robinson Road between Station Street and Rice Road, in the Town of Pelham.

Analysis:

The Town of Pelham retained CIMA+ engineering consultants to perform a number of traffic studies along Port Robinson Road, between Station Street and Rice Road including:

- 1) A speed and volume study on Port Robinson Road with recommendations for traffic calming based on the road's classification;
- 2) A stop control study at the intersection of Port Robinson Road and Lametti Drive;
- 3) A stop control study at the proposed intersection of Port Robinson Road and Klager Avenue.

The report received from CIMA+ is attached to this report as Appendix A.

This section of Port Robinson Road was designed and constructed as a two-lane urban cross-section with raised barrier curbs, storm sewers, and sidewalks running the entire length on either side of the roadway. The posted speed limit is 50km/h. The width of the cross-section is 9.7 metres. White edge line pavement markings narrow the travel lanes to 6.8 metres, resulting in 3.4-metre travel lanes. Typical urban travel lanes in Ontario range in width between 3m and 3.3m for posted speeds of 50km/h or less, and between 3m and 3.5m for posted speeds of 60km/h or more.

Speed and Volume Study

The daily traffic volume along Port Robinson Road (both directions) is in the range of 4,000 vehicles, which exhibits the characteristics of a collector roadway in accordance with the Transportation Association of Canada's "Geometric Design Guide for Canadian Roads" and is classified as a Class 4 road under the Minimum Maintenance Standards of Ontario Regulation 239/02, enacted under the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.

Collector roads are low-to-moderate-capacity roadways whose intended function is to move traffic efficiently from local residential streets to arterial roads, as well as to provide access to adjacent properties.

Average speeds and particularly the 85th percentile speeds are higher in the eastbound direction as compared to westbound traffic. The average speeds are 58km/h eastbound and 53km/h westbound. The blended average speed is 55.5km/h. The 85th percentile speeds are 68.5km/h eastbound and 59.7km/h westbound. The blended 85th percentile speed is 64.1km/h.

The 85th percentile is the speed at which 85 percent of all vehicles are observed to travel under free-flowing conditions past a monitored point. Because it is the speed at which 85 percent of drivers feel comfortable driving, this metric was historically used to set the speed limit on roads and highways.

Staff utilized the speed and volume data to complete the Traffic Calming Point Assessment to determine if Port Robinson Road qualifies for Traffic Calming in accordance with Policy S801.02 Neighborhood Traffic Management. The Traffic Calming Point Assessment is attached this report as Appendix B.

As per the policy, a Collector Road must receive a minimum of 52 points to meet the requirements for traffic calming. The section of Port Robinson Road between Station Street and Rice Road received 40 points which disqualify the road section for further traffic calming planning or implementation. It is important to note that the eastbound 85th percentile was used instead of the intended blended value, which would have resulted in receiving only 30 points, according to the assessment.

Regardless of the point assessment, the CIMA+ report provides a number of options for permanent traffic calming features within this road section. These options include ladder crosswalks and lane-narrowing road markings, driving speed feedback signage, curb extensions, and raised median islands. Vertical center-line treatment was also identified as an option however with present staffing resources, Town staff are unable to provide the required level of maintenance.

This section of Port Robinson Road has yet to receive the top layer of asphalt which is scheduled to be completed within the next 2 to 3 years, as residential buildout nears completion. Permanent traffic calming features such as curb extensions or raised median islands, which would not impact bicycle lanes, may be designed and properly budgeted for at Council's direction.

Stop Control Warrants – Lametti Drive and Klager Avenue

Stop control warrant studies were undertaken at the intersection of Port Robinson Road and Lametti Drive and Port Robinson Road at the future Klager Avenue location. The analysis of both locations indicates that neither intersection is suitable for an all-way stop control intersection.

Council should be aware that unwarranted stop control intersections are not supported for the purpose of traffic calming by Town of Pelham Policy S801-02, the

Ministry of Transportation, the Transportation Association of Canada, the Ontario Traffic Council, the Ontario Provincial Police, the Niagara Regional Police, and the Canadian Institute for Traffic Engineers. Unwarranted stop control intersections lead to increased mid-block speeds due to driver frustration, increased motor vehicle collisions with both vehicles and pedestrians and general non-compliance to stop signs. Unwarranted stop controls increase the wear and tear on vehicles and increase the consumption of fossil fuels and emissions.

Financial Considerations:

There are no financial considerations as this report is for information only, however, Council could direct staff to add the additional traffic calming features to Port Robinson Road in future operational and capital budgets.

Alternatives Reviewed:

No alternatives were reviewed as this section of the road did not score the minimum number of points required to continue the traffic calming process.

Strategic Plan Relationship: Infrastructure Investment and Renewal

Maintaining a safe and reliable road network is critical to the Town of Pelham to ensure the safe and efficient movement of all forms of transportation.

Consultation:

CIMA+ provided traffic consulting services.

Other Pertinent Reports/Attachments:

Appendix A – CIMA+ Port Robinson Road Traffic Studies

Appendix B – Traffic Calming Point Assessment

Prepared and Recommended by:

Ryan Cook, Dipl.M.M. CRS
Manager of Public Works

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer

MEMO

TO : Town of Pelham
FROM : CIMA+
DATE : June 14, 2023
SUBJECT : [Traffic Studies on Port Robinson Road](#)

1. Introduction

The purpose of this memo is to present the findings of a number of traffic studies requested by and Town and undertaken by CIMA along Port Robinson Road, as follows:

- Speed and volume study on Port Robinson Road between Station Street and Rice Road (and options for passive and active traffic calming)
- Stop Control Study at Port Robinson and Lametti Drive
- Stop Control Study at proposed Klager Avenue (based on development data)

The traffic data received from Pyramid Traffic is provided in **Appendix A**.

2. Speed and Volume Study on Port Robinson Road between Station Street and Rice Road

The first study involved a review of speed and traffic volumes along Port Robinson Road between Station Street and Rice Road and options for passive and active traffic calming.

2.1. Existing Conditions

This section of Port Robinson Road has a posted speed of 50 km/h and has a two lane urban cross section (raised barrier curbs and storm sewers). This area is rapidly transitioning from a rural area with vacant lands to a built up area with residential development on both sides of the roadway. **Figure 1** shows the traffic controls in place on this section of roadway based on a site visit conducted on May 31st, 2023. The following is noted:

- Three 50 km/h signs are posted on Port Robinson Road (one westbound and two eastbound) – the 50 km/h sign facing eastbound traffic just past Station Street is a 50 km/h begins sign
- The intersection of Rice Road and Port Robinson Road is signalized
- Lametti Drive has a stop control on the north leg
- Station Street (a three-legged intersection) is under all-way Stop control
- A Speed display sign is provided facing westbound traffic in the vicinity of the future location of Klager Avenue
- A 40 km/h School Zone is introduced on westbound Port Robinson Road approaching Station Street (for Glynn A Green Public School) and
- School Crossing Guard Ahead and School Crossing Guard signs are displayed on the approach to Station Street and on the east leg respectively.



Figure 1 – Existing Traffic Control (Port Robinson Road between Station Street and Rice Road)

A yellow centreline is provided along a majority of Port Robinson Road with the exception of a short section just west of Lametti Drive. White edgelines are used intermittently on both sides of the roadway west of Lametti Drive.

The width of the cross section approximately 9.7 metres. The white edgelines, where provided, narrow the travel lanes to approximately 6.8 metres, resulting in 3.4 metre travel lanes.

2.2. Traffic Study

Automated traffic recorder data was collected on Port Robinson Road within the 50 km/h speed zone on Wednesday, May 10th, 2023. **Table 1** summarizes the findings of the data. The following was noted:

- Daily traffic volumes along Port Robinson Road (both directions) are in the range of 4,000 vehicles, exhibiting characteristics of a collector roadway (2017 Transportation Association of Canada *Geometric Design Guide for Canadian Roads*, Table 2.6.5)
- Peak traffic periods were noted in both the morning and afternoon, corresponding to commuter traffic
- Average speeds and particularly 85th percentile speeds are higher in the eastbound direction as compared to the westbound traffic, average speeds are 58 km/h eastbound and 53 km/h westbound and 85th percentile speeds are 68.5 km/h eastbound and 59.7 km/h westbound respectively.
- Truck percentages are higher in the eastbound direction compared to the westbound direction.

Table 1 –Volume, Speed and Classification Characteristics



| Direction | 24 Hour Volume | 15 Minute Peak Volume (Starting At) | Average Speed | 85 th Percentile Speed | Truck Percentages |
|-----------|----------------|-------------------------------------|---------------|-----------------------------------|-------------------|
| Eastbound | 1944 | 60 (0830) | 58 km/h | 68.5 km/h | 5 % |
| Westbound | 2075 | 57 (0445) | 53 km/h | 59.7 km/h | 2 % |




2.3. Options for Traffic Calming

The Town requested that CIMA present different options for traffic calming in context of the field investigation and the traffic study. The lower observed speeds in the westbound direction, particularly the 85th percentile speeds indicate that the speed display board located west of Lametti Drive appears to be having a calming effect on westbound speeds. The 40 km/h speed zone and school crossing guard signs are also likely contributing to lower operating speeds. In contrast, eastbound traffic was significantly higher. The higher eastbound speeds can be explained by the absence of the speed feedback sign and the roadway transitioning to more rural surroundings. However, there is a clear need to further calm traffic, particularly as the residential areas on both sides of this roadway fully develop.

Table 2 shows different options for traffic calming that range from low-cost options (passive) to higher-cost options (active) that would be suitable for use on Port Robinson Road based on the 2017 Transportation Association of Canada's *Canadian Road to Traffic Calming* (second edition) and have been widely used elsewhere in Ontario.

Table 2 – Options for Traffic Calming

| Option | Description | Considerations |
|-------------------------|--|--|
| Ladder Crosswalk | <ul style="list-style-type: none"> Highlight the presence of the crossing guard supervised crossing on the east leg of Port Robinson Road at Station Street  | <ul style="list-style-type: none"> Low cost Currently used elsewhere in Ontario |
| Lane Narrowing | <ul style="list-style-type: none"> Use of pavement markings to cause drivers to perceive the roadway to be less comfortable at higher speeds  | <ul style="list-style-type: none"> Low cost Town already have implemented this treatment; note – markings should be extended along entire length of roadway |

| Option | Description | Considerations |
|--------------------------------------|--|---|
| Vertical Centreline Treatment | <ul style="list-style-type: none"> Flexible post-mounted delineators or raised pavement markers; give drivers a perception of lane narrowing and create a sense of constriction  | <ul style="list-style-type: none"> Low cost Vehicle speed reduction up to 5 km/h Town may consider removing in the winter months Rapidly gaining popularity in Ontario |
| Curb Extension | <ul style="list-style-type: none"> Horizontal intrusion of the curb into the roadway resulting in a narrowed section of roadway Purpose is to reduce vehicle speeds and reduce crossing distance for pedestrians  | <ul style="list-style-type: none"> Medium cost Vehicle speed reduction between 2 and 8 km/h Can be implemented at one of the intersections (Station Street, Lametti Drive or Klager Avenue in the future) Not best option if cycling facilities planned on Port Robinson Road |
| Raised Median Island | <ul style="list-style-type: none"> Elevated median constructed on the centreline of a two-way roadway to reduce the overall width of the adjacent travel lanes Purpose is to reduce vehicle speeds and to reduce pedestrian-vehicle conflicts  | <ul style="list-style-type: none"> Medium cost Vehicle speed reduction between 3 and 8 km/h Can be implemented at one of the intersections (Station Street, Lametti Drive or Klager Avenue in the future) |

3. Stop Control Study at Port Robinson Road and Lametti Drive

A stop control study was undertaken at the intersection of Port Robinson Road and Lametti Drive. As noted earlier, currently the intersection is stop controlled on the north approach. A eight-hour turning movement count was conducted on Tuesday, May 9th, 2023.

The All-Way Stop Minimum Volume Warrant (Collector Roads and Rural Arterial Roads) in Ontario Traffic Manual Book 5: Regulatory Signs was used to determine whether this location warranted an all-way stop control. At these locations, all-way stop control may be considered if:

- **Criterion #1** - The total vehicle volume on all intersection approaches exceeds 375 vehicles per hour for each of the highest eight hours of the day; and
- **Criterion #2** - The combined vehicle and pedestrian volume on the minor street (Lametti Drive) exceeds 150 units per hour (all vehicle plus pedestrians wishing to enter the intersection) for each of the same eight hours as the total volume; and
- **Criterion #3** - The volume split between the major and minor roads does not exceed 70/30 over the eight hour period.

The results of the analysis indicate that this intersection is *not* a suitable candidate for an all-way Stop control. The location only meets the total vehicle volume threshold for four of the eight hours and does not meet the minor street combined vehicle and pedestrian volume threshold for any of the eight hours. The combined vehicle volume on the major street approach was 2709 vehicles compared to on the minor street approach which was only 365 vehicles, yielding a volume split of roughly 86 / 14, therefore the location does not meet the volume split criterion either.

Table 3: All Way Stop Warrant Findings (Bolded Values Meet Criteria)

| Time Period | Total Vehicle Volume | Combined Vehicle and Pedestrian Volume |
|---------------------|----------------------|--|
| 7:00 – 8:00 am | 237 | 37 |
| 8:00 – 9:00 am | 434 | 54 |
| 11:00 am – 12:00 pm | 342 | 49 |
| 12:00 pm – 1:00 pm | 435 | 52 |
| 1:00 pm – 2:00 pm | 345 | 51 |
| 3:00 pm – 4:00 pm | 441 | 60 |
| 4:00 pm – 5:00 pm | 455 | 45 |
| 5:00 pm – 6:00 pm | 388 | 49 |

4. Stop Control Study at Port Robinson Road and Klager Avenue (Future Road)

The final stop control study requested was to determine if a future road (Klager Avenue) would require an all-way Stop control when it is built. As noted on Figure 1, Klager Avenue is planned to intersect with Port Robinson Road at a location west of Lametti Drive. The Town provided CIMA with a number of drawings showing proposed development (road network and lots) for areas north and south of Port Robinson Road.

For this review, it was assumed that the road network and proposed lots would not significantly change from those indicated in the drawings provided to CIMA and the development would consist of single family dwellings (either detached or attached).

4.1. Proposed Development

River Estates Phase 2

The River Realty Development (1976) Inc. drawing of River Estates Phase 2 was used to assess future development on the north side of Port Robinson Road. According to the drawing, Klager Avenue will extend south from a roundabout built on Summersides Boulevard and connect to Port Robinson Road west of Lametti Drive. The road will form part of a grid street system with another unnamed future road connecting (in a north-south orientation) to Port Robinson Road closer to Station Street. As a result of this, the residential area that will be serviced by Klager Avenue is anticipated to be relatively small (compared to Lametti Drive) as the future unnamed road to the west will be used by residents living on or directly adjacent to it. Development adjacent

to or north of Summersides Boulevard is assumed to use Summersides Boulevard to access Station Street, Rice Road or Highway 20 instead.

Saffron Meadows

A second drawing (Saffron Meadows Overall Water Distribution Plan) showing future development on the south side of Port Robinson Road was used to assess future development on the opposite side of the roadway. The future development shows that Klager Avenue will extend southward with a few local streets branching off the road to the east and west. The map shows that Lametti Drive to the east is already servicing a large portion of the development on the southwest corner of Port Robinson Road and Rice Road. Further to the south, Walker Road, Lymburner Street, Myrtle Street and an unnamed road within an unopened road allowance (adjacent to Steve Bauer Trail) will service much of the planned development, residents on the east side of the development either use Lametti Road or will likely use Walker Road, Lymburner Street, Myrtle Street to access Rice Road instead. Residents on the west side of the development are assumed to use the unnamed road adjacent to Steve Bauer Trail.

Appendix B shows the areas shaded in pink that is anticipated to be serviced by Klager Avenue, in consideration of the surrounding roads (both existing and proposed) that will service other areas of the development. The lots were used to determine the number of residential units that will be within the area shaded in pink where they were available and estimated otherwise based on the overall size of the parcel. For the area north of Port Robinson Road, it was estimated that there would be 58 residential units on or adjacent to Klager Avenue that would likely use the Klager Avenue access (north leg). For the area south of Port Robinson Road, it was estimated that there would be 165 residential units on or adjacent to Klager Avenue that would likely use the access at Port Robinson Road (south leg).

The Institute of Traffic Engineers' *Trip Generation Manual 11th Edition* was used to estimate the future traffic volumes. As the drawings did not indicate the type of residential dwelling, both single family detached and single family attached (duplexes or townhouses) were used (Land Use 210 and 215). **Table 3** and **4** shows the estimated traffic using the equations provided in the manual, on both the south and north legs separately and exiting traffic (leaving the development onto Port Robinson Road from either leg), entering traffic (entering the development from Port Robinson Road from either leg) in percentages (as provided in the manual) and for estimated trips for single family detached and single family attached homes.

Table 4: Estimated Traffic Generated At Klager Avenue (South and North Legs) Assuming Single Family Detached Homes

| Time Period | South Leg (1) | North Leg (2) | Exiting % | Entering % | Exiting Trips (3) | Entering Trips (4) |
|--|---------------|---------------|-----------|------------|-------------------|--------------------|
| AM peak hour | 124 | 48 | 74% | 26% | 128 | 45 |
| PM peak hour | 161 | 61 | 36% | 64% | 80 | 142 |
| Weekday (24 hrs) | 1291 | 493 | 50% | 50% | 892 | 892 |
| Notes: (1) Assuming 165 residential units (2) Assuming 58 resident units (3) Combined South and North Leg Leg Trips Exiting Klager Avenue onto Port Robinson Road (4) Trips Entering South and North Leg of Klager Avenue from Port Robinson Road | | | | | | |

Table 5: Estimated Traffic Generated At Klager Avenue (South and North Legs) Assuming Single Family Attached Homes

| Time Period | South Leg (1) | North Leg (2) | Exiting % | Entering % | Exiting Trips (3) | Entering Trips (4) |
|---|---------------|---------------|-----------|------------|-------------------|--------------------|
| AM peak hour | 86 | 33 | 74% | 26% | 88 | 31 |
| PM peak hour | 94 | 38 | 36% | 64% | 47 | 84 |
| Weekday (24 hrs) | 1207 | 391 | 50% | 50% | 799 | 799 |
| Notes: <ul style="list-style-type: none"> (1) Assuming 165 residential units (2) Assuming 58 resident units (3) Combined South and North Leg Leg Trips Exiting Klager Avenue onto Port Robinson Road (4) Trips Entering South and North Leg of Klager Avenue from Port Robinson Road | | | | | | |

The results indicate during the AM peak hour, there is anticipated to be a maximum of 128 trips exiting Klager Avenue onto Port Robinson Road assuming that all residential units were single family detached homes. The number would drop to 88 trips if all residential units were single family attached homes (i.e. townhomes or duplexes). For the entire day (24-hours), a total of 892 trips are estimated assuming that all residential units were single family detached homes, dropping to 799 trips if all residential units were single family attached homes. As noted earlier, for an all-way stop control to be warranted, the minimal threshold for the minor street (in this case, Klager Avenue) is 150 trips per hour for eight hours (or 1200 trips in total). As such, there appears to be no evidence that the intersection of Port Robinson Road and Klager Avenue will require an all-way Stop control, under the assumption that the road network proposed in the drawings reviewed by CIMA do not significantly change nor is there any significant change in the proposed amount (number of lots) or type of development (i.e a multi-story apartment building).

The results are further validated by the traffic currently generated by the development along Lametti Boulevard as noted in the previous section. This development, consisting of 125 residential units, generated a total of 369 vehicles over an eight hour period with a maximum of 60 vehicles in the PM peak hour.

Sincerely,

Jeff Suggett, M. Sc.
Senior Project Manager

Appendix A – Traffic Counts

DRAFT

Port Robinson Rd @ Lametti Dr

Morning Peak Diagram

Specified Period

From: 7:00:00

To: 9:00:00

One Hour Peak

From: 8:00:00

To: 9:00:00

Municipality: Pelham

Site #: 0000000001

Intersection: Port Robinson Rd & Lametti Dr

TFR File #: 1

Count date: 9-May-2023

Weather conditions:

Clear/Dry

Person(s) who counted:

Cam

** Non-Signalized Intersection **

Major Road: Port Robinson Rd runs W/E

North Leg Total: 79

North Entering: 43

North Peds: 13

Peds Cross: \times

| | | | | |
|--------|----|---|----|----|
| Heavys | 0 | 0 | 3 | 3 |
| Trucks | 0 | 0 | 0 | 0 |
| Cars | 20 | 1 | 19 | 40 |
| Totals | 20 | 1 | 22 | |

| | |
|--------|----|
| Heavys | 5 |
| Trucks | 0 |
| Cars | 31 |
| Totals | 36 |

East Leg Total: 399

East Entering: 197

East Peds: 1

Peds Cross: \times

| Heavys | Trucks | Cars | Totals |
|--------|--------|------|--------|
| 5 | 1 | 189 | 195 |

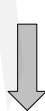


Port Robinson Rd

| Heavys | Trucks | Cars | Totals |
|--------|--------|------|--------|
| 2 | 0 | 11 | 13 |
| 13 | 1 | 160 | 174 |
| 0 | 0 | 0 | 0 |
| 15 | 1 | 171 | |

Peds Cross: \times
West Peds: 3
West Entering: 187
West Leg Total: 382

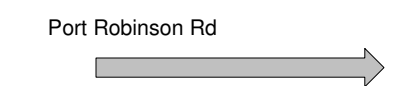
| | |
|--------|---|
| Cars | 1 |
| Trucks | 0 |
| Heavys | 0 |
| Totals | 1 |



Lametti Dr

| | | | | |
|--------|---|---|---|---|
| Cars | 1 | 0 | 6 | 7 |
| Trucks | 0 | 0 | 0 | 0 |
| Heavys | 0 | 0 | 0 | 0 |
| Totals | 1 | 0 | 6 | |

| Cars | Trucks | Heavys | Totals |
|------|--------|--------|--------|
| 20 | 0 | 3 | 23 |
| 168 | 1 | 5 | 174 |
| 0 | 0 | 0 | 0 |
| 188 | 1 | 8 | |



Port Robinson Rd

| Cars | Trucks | Heavys | Totals |
|------|--------|--------|--------|
| 185 | 1 | 16 | 202 |

Peds Cross: \times
South Peds: 8
South Entering: 7
South Leg Total: 8

Comments

Port Robinson Rd @ Lametti Dr

Mid-day Peak Diagram

Specified Period

From: 11:00:00

To: 14:00:00

One Hour Peak

From: 12:00:00

To: 13:00:00

Municipality: Pelham

Site #: 0000000001

Intersection: Port Robinson Rd & Lametti Dr

TFR File #: 1

Count date: 9-May-2023

Weather conditions:

Clear/Dry

Person(s) who counted:

Cam

** Non-Signalized Intersection **

Major Road: Port Robinson Rd runs W/E

North Leg Total: 77

North Entering: 38

North Peds: 5

Peds Cross: \times

| | | | | |
|--------|----|---|----|----|
| Heavys | 0 | 0 | 1 | 1 |
| Trucks | 1 | 0 | 1 | 2 |
| Cars | 13 | 4 | 18 | 35 |
| Totals | 14 | 4 | 20 | |

| | |
|--------|----|
| Heavys | 1 |
| Trucks | 0 |
| Cars | 38 |
| Totals | 39 |

East Leg Total: 402

East Entering: 229

East Peds: 3

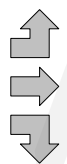
Peds Cross: \times

| Heavys | Trucks | Cars | Totals |
|--------|--------|------|--------|
| 4 | 5 | 202 | 211 |

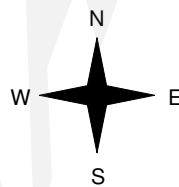


Port Robinson Rd

| Heavys | Trucks | Cars | Totals |
|--------|--------|------|--------|
| 0 | 0 | 8 | 8 |
| 4 | 3 | 141 | 148 |
| 0 | 0 | 2 | 2 |
| 4 | 3 | 151 | |



Lametti Dr



| Cars | Trucks | Heavys | Totals |
|------|--------|--------|--------|
| 29 | 0 | 1 | 30 |
| 185 | 4 | 4 | 193 |
| 6 | 0 | 0 | 6 |
| 220 | 4 | 5 | |



Port Robinson Rd

| Cars | Trucks | Heavys | Totals |
|------|--------|--------|--------|
| 164 | 4 | 5 | 173 |

Peds Cross: \times
West Peds: 1
West Entering: 158
West Leg Total: 369

| | | | | | | |
|--------|----|--------|---|---|---|----|
| Cars | 12 | Cars | 4 | 1 | 5 | 10 |
| Trucks | 0 | Trucks | 0 | 0 | 0 | 0 |
| Heavys | 0 | Heavys | 0 | 0 | 0 | 0 |
| Totals | 12 | Totals | 4 | 1 | 5 | |

Peds Cross: \times
South Peds: 6
South Entering: 10
South Leg Total: 22

Comments

Port Robinson Rd @ Lametti Dr

Afternoon Peak Diagram

Specified Period

From: 15:00:00

To: 18:00:00

One Hour Peak

From: 15:15:00

To: 16:15:00

Municipality: Pelham

Site #: 0000000001

Intersection: Port Robinson Rd & Lametti Dr

TFR File #: 1

Count date: 9-May-2023

Weather conditions:

Clear/Dry

Person(s) who counted:

Cam

** Non-Signalized Intersection **

Major Road: Port Robinson Rd runs W/E

North Leg Total: 115

North Entering: 50

North Peds: 6

Peds Cross: \times

| | | | | |
|--------|----|---|----|----|
| Heavys | 0 | 0 | 1 | 1 |
| Trucks | 0 | 0 | 0 | 0 |
| Cars | 21 | 2 | 26 | 49 |
| Totals | 21 | 2 | 27 | |

Heavys 2

Trucks 0

Cars 63

Totals 65

East Leg Total: 416

East Entering: 224

East Peds: 5

Peds Cross: \times

| Heavys | Trucks | Cars | Totals |
|--------|--------|------|--------|
| 3 | 2 | 192 | 197 |



Port Robinson Rd

| Heavys | Trucks | Cars | Totals |
|--------|--------|------|--------|
| 1 | 0 | 19 | 20 |
| 7 | 3 | 151 | 161 |
| 0 | 0 | 0 | 0 |
| 8 | 3 | 170 | |

Peds Cross: \times

West Peds: 2

West Entering: 181

West Leg Total: 378

| | |
|--------|---|
| Cars | 8 |
| Trucks | 0 |
| Heavys | 0 |
| Totals | 8 |



Lametti Dr



Lametti Dr

W

N

S

E

Lametti Dr

| | | | | |
|--------|---|---|---|---|
| Cars | 1 | 2 | 4 | 7 |
| Trucks | 0 | 0 | 0 | 0 |
| Heavys | 0 | 0 | 0 | 0 |
| Totals | 1 | 2 | 4 | |

| Cars | Trucks | Heavys | Totals |
|------|--------|--------|--------|
| 42 | 0 | 1 | 43 |
| 170 | 2 | 3 | 175 |
| 6 | 0 | 0 | 6 |
| 218 | 2 | 4 | |

Port Robinson Rd



| Cars | Trucks | Heavys | Totals |
|------|--------|--------|--------|
| 181 | 3 | 8 | 192 |

Peds Cross: \times

South Peds: 5

South Entering: 7

South Leg Total: 15

Comments

Port Robinson Rd @ Lametti Dr

Total Count Diagram

Municipality: Pelham

Site #: 0000000001

Intersection: Port Robinson Rd & Lametti Dr

TFR File #: 1

Count date: 9-May-2023

Weather conditions:

Clear/Dry

Person(s) who counted:

Cam

**** Non-Signalized Intersection ****

Major Road: Port Robinson Rd runs W/E

North Leg Total: 616

North Entering: 307

North Peds: 44

Peds Cross: \times

| | Heavys | Trucks | Cars | Totals |
|---------------|------------|-----------|------------|--------|
| North | 3 | 0 | 9 | 12 |
| East | 2 | 0 | 3 | 5 |
| South | 108 | 16 | 166 | 290 |
| Totals | 113 | 16 | 178 | |

Heavys 12

Trucks 2

Cars 295

Totals 309

East Leg Total: 2828

East Entering: 1496

East Peds: 20

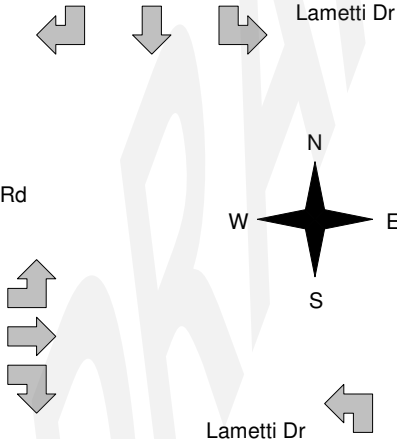
Peds Cross: \times

| Heavys | Trucks | Cars | Totals |
|--------|--------|------|--------|
| 28 | 18 | 1318 | 1364 |



Port Robinson Rd

| Heavys | Trucks | Cars | Totals |
|-----------|-----------|-------------|--------|
| 4 | 0 | 84 | 88 |
| 43 | 17 | 1058 | 1118 |
| 0 | 0 | 7 | 7 |
| 47 | 17 | 1149 | |



| Cars | Trucks | Heavys | Totals |
|-------------|-----------|-----------|--------|
| 203 | 2 | 8 | 213 |
| 1196 | 16 | 25 | 1237 |
| 45 | 1 | 0 | 46 |
| 1444 | 19 | 33 | |

Port Robinson Rd



| Cars | Trucks | Heavys | Totals |
|------|--------|--------|--------|
| 1259 | 21 | 52 | 1332 |

Peds Cross: \times

West Peds: 12

West Entering: 1213

West Leg Total: 2577

| | Cars | Trucks | Heavys | Totals |
|---------------|------------|----------|----------|--------|
| West | 68 | 1 | 0 | 69 |
| South | 14 | 0 | 0 | 14 |
| East | 8 | 0 | 0 | 8 |
| North | 35 | 1 | 0 | 36 |
| Totals | 117 | 2 | 0 | |

Peds Cross: \times

South Peds: 27

South Entering: 58

South Leg Total: 127

Comments

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Pelham
Street: Port Robinson Rd - EB
Location: 1

A study of vehicle traffic was conducted with the device having serial number 403606. The study was done in the EB lane at Port Robinson Rd - EB in Pelham, ON in btwn Station St & Rice Rd county. The study began on 2023-05-09 at 12:00 AM and concluded on 2023-05-10 at 12:00 AM, lasting a total of 24.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 1,944 vehicles passed through the location with a peak volume of 60 on 2023-05-09 at [08:30 AM-08:45 AM] and a minimum volume of 0 on 2023-05-09 at [11:45 PM-12:00 AM]. The AADT count for this study was 1,944.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 50 - 60 KM/H range or lower. The average speed for all classified vehicles was 58 KM/H with 85.13% vehicles exceeding the posted speed of 50 KM/H. 1.87% percent of the total vehicles were traveling in excess of 89 KM/H. The mode speed for this traffic study was 50KM/H and the 85th percentile was 68.50 KM/H.

| < to 9 | 10 to 19 | 20 to 29 | 30 to 39 | 40 to 49 | 50 to 59 | 60 to 69 | 70 to 79 | 80 to 89 | 90 to 99 | 100 to 109 | 110 to 119 | 120 to 129 | 130 to 139 | 140 to > |
|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|------------------|------------------|----------------|
| 0 | 3 | 9 | 49 | 226 | 859 | 581 | 167 | 31 | 5 | 0 | 0 | 0 | 0 | 0 |

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin. Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 1843 which represents 95 percent of the total classified vehicles. The number of Small Trucks in the study was 23 which represents 1 percent of the total classified vehicles. The number of Trucks/Buses in the study was 46 which represents 2 percent of the total classified vehicles. The number of Tractor Trailers in the study was 18 which represents 1 percent of the total classified vehicles.

| < to 4.9 | 5.0 to 7.9 | 8.0 to 9.9 | 10.0 to 12.9 | 13.0 to 15.9 | 16.0 to 18.9 | 19.0 to 21.9 | 22.0 to > | | | | | | | |
|----------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|-----------------|--|--|--|--|--|--|--|
| 753 | 1090 | 23 | 46 | 17 | 0 | 0 | 1 | | | | | | | |

CHART 2

HEADWAY

During the peak traffic period, on 2023-05-09 at [08:30 AM-08:45 AM] the average headway between vehicles was 14.754 seconds. During the slowest traffic period, on 2023-05-09 at [11:45 PM-12:00 AM] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 12.00 and 38.00 degrees C.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Pelham
Street: Port Robinson Rd - WB
Location: 1

A study of vehicle traffic was conducted with the device having serial number 406310. The study was done in the WB lane at Port Robinson Rd - WB in Pelham, ON in btwn Station St & Rice Rd county. The study began on 2023-05-09 at 12:00 AM and concluded on 2023-05-10 at 12:00 AM, lasting a total of 24.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 2,075 vehicles passed through the location with a peak volume of 57 on 2023-05-09 at [04:45 PM-05:00 PM] and a minimum volume of 0 on 2023-05-09 at [12:30 AM-12:45 AM]. The AADT count for this study was 2,075.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 50 - 60 KM/H range or lower. The average speed for all classified vehicles was 53 KM/H with 64.75% vehicles exceeding the posted speed of 50 KM/H. 0.48% percent of the total vehicles were traveling in excess of 89 KM/H. The mode speed for this traffic study was 50KM/H and the 85th percentile was 59.73 KM/H.

| | | | | | | | | | | | | | | |
|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|------------------|------------------|----------------|
| < to 9 | 10 to 19 | 20 to 29 | 30 to 39 | 40 to 49 | 50 to 59 | 60 to 69 | 70 to 79 | 80 to 89 | 90 to 99 | 100 to 109 | 110 to 119 | 120 to 129 | 130 to 139 | 140 to > |
| 0 | 2 | 11 | 102 | 614 | 1057 | 234 | 38 | 7 | 3 | 0 | 0 | 0 | 0 | 0 |

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin. Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 2012 which represents 97 percent of the total classified vehicles. The number of Small Trucks in the study was 27 which represents 1 percent of the total classified vehicles. The number of Trucks/Buses in the study was 21 which represents 1 percent of the total classified vehicles. The number of Tractor Trailers in the study was 8 which represents 0 percent of the total classified vehicles.

| | | | | | | | | | | | | | | |
|----------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|-----------------|--|--|--|--|--|--|--|
| < to 4.9 | 5.0 to 7.9 | 8.0 to 9.9 | 10.0 to 12.9 | 13.0 to 15.9 | 16.0 to 18.9 | 19.0 to 21.9 | 22.0 to > | | | | | | | |
| 1032 | 980 | 27 | 21 | 7 | 0 | 1 | 0 | | | | | | | |

CHART 2

HEADWAY

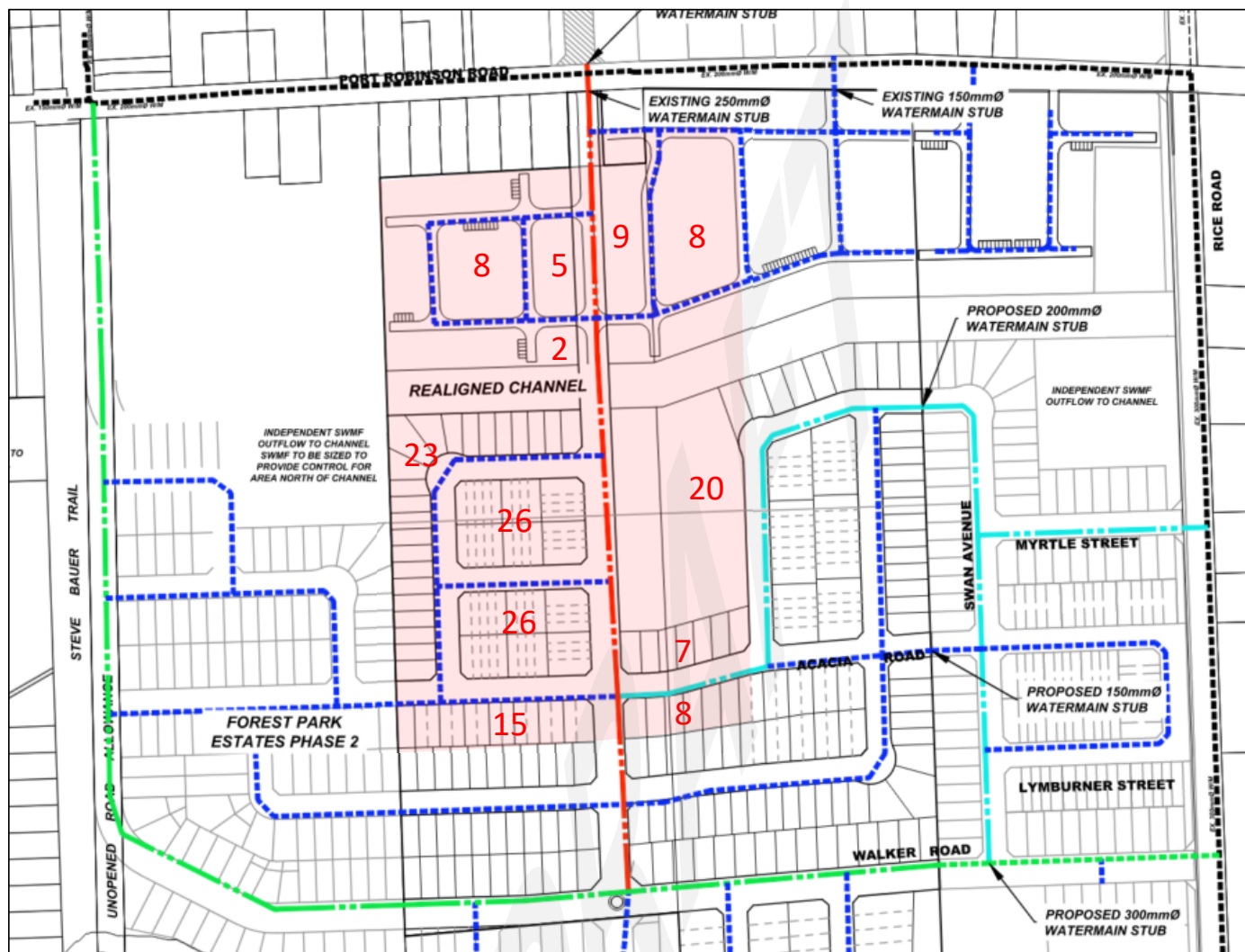
During the peak traffic period, on 2023-05-09 at [04:45 PM-05:00 PM] the average headway between vehicles was 15.517 seconds. During the slowest traffic period, on 2023-05-09 at [12:30 AM-12:45 AM] the average headway between vehicles was 900 seconds.

WEATHER

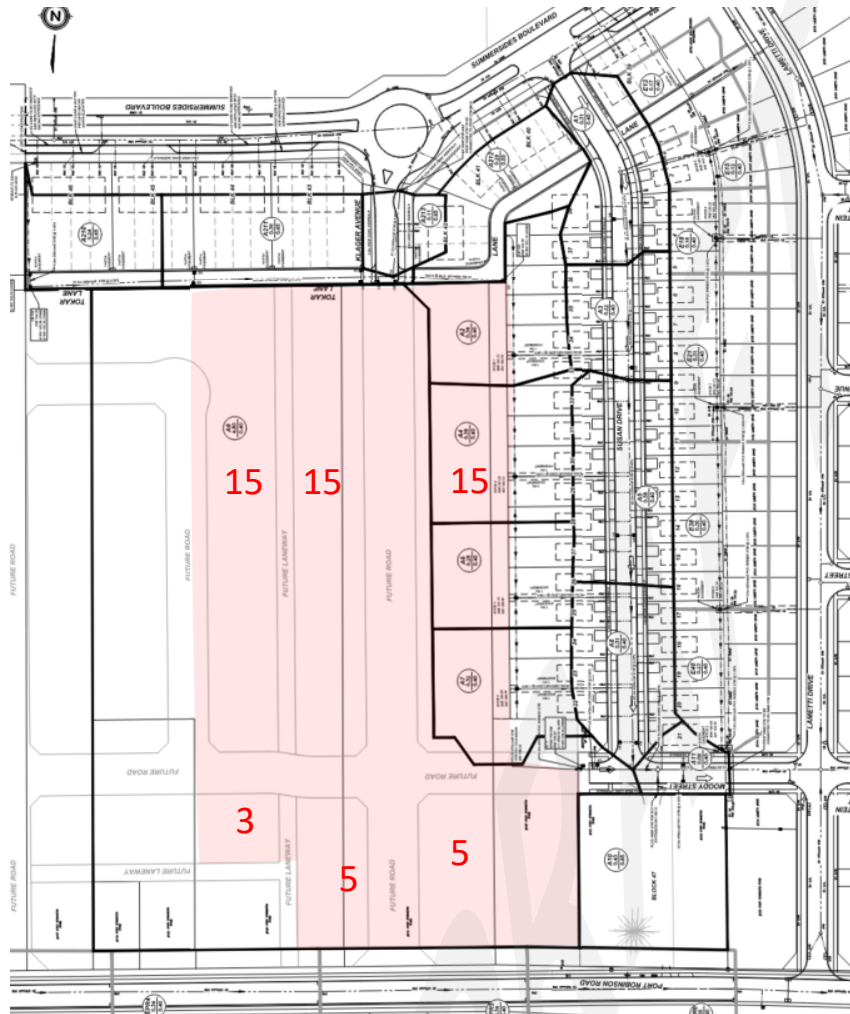
The roadway surface temperature over the period of the study varied between 12.00 and 40.00 degrees C.

Appendix B – Assumed Developments

DRAFT



Total estimated residential units:
165 units



APPENDIX D – Traffic Calming Point Assessment



TRAFFIC CALMING POINT ASSESSMENT

Location: **Port Robinson Road (Station St. to Rice Rd)** Date Compiled: **June 14/2023**

Roadway Type: **Collector Rd.** Local Collector **50km/h, ADT-4019, 9.7m wide platform**

| Traffic Data | | | | |
|--|-----------------------|---------|--|--|
| | Feature | Range | Criteria | Total |
| 1a. Highest = 68.5 Blended = 64.1 | Speed | 0 to 35 | 5 points for every 2 km/h that the 85 th percentile speed is greater than 10 km/hr over the speed limit | 20 |
| 1b. 251/4019 | High Speed | 0 to 5 | 5 points if minimum of 5% of daily traffic exceeds posted speed by 15-20 km/hr | 5 |
| 2. 4019 | Volume | 0 to 20 | Local Roadways: 5 points for every 1,500 ADT Collector Roadways: 5 points for every 2,000 ADT | 10 |
| 3. Collector Road | Short-Cutting Traffic | 0 or 15 | 5 points if there is a presence of 25% or more short-cutting traffic, additional 5 points for every 10% increment above 25%. | 0 |
| 4. None | Collisions | 0 to 10 | 1 point for every 2 collisions/year over a 3 year period | 0 |
| Road Characteristics | | | | |
| | Feature | Range | Criteria | Total |
| 5. Sidewalks on both sides | Sidewalks | 0 or 10 | 10 points for no sidewalks with evidence of pedestrian activity, 5 points for sidewalks on only one side | 0 |
| 6. School To West | Pedestrian Generators | 0 to 15 | 5 points for each nearby* pedestrian generator such as a school, playground, community centre, libraries, retail centres, etc. | 5 |
| Total | | | | |
| Does the location meet the minimum requirements | | | | 40 |
| Local roadway = minimum 35 points | | | | |
| Rural roadway = minimum 45 points | | | | |
| Collector roadway = minimum 52 points | | | | |
| YES | | | | NO <input checked="" type="checkbox"/> |

Following the public meeting, the traffic calming plan will be modified, as required.

Subject: Current and Future Use of Old Pelham Town Hall

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0218 Current and Future Use of Old Pelham Town Hall – Chief Administrative Officer, for information;

AND THAT Council defer consideration of this topic for potential inclusion in the planned Strategic Plan update, expected to occur in January or February, 2025.

Background:

At its meeting of May 17, 2023, following a motion put forth by Councillor Olson, Council directed staff:

WHEREAS the strategic use of town lands and a recreation and culture master plan have both been established as actionable components of Pelham's Strategic Plan;

AND WHEREAS Old Pelham Town Hall, located at the corner of Memorial Drive and Canboro Road, is an important, but potentially under-utilized community asset and recreational space owned and operated by the Town of Pelham;

AND WHEREAS Council for the Town of Pelham desires to maximize the utilization of Town facilities for the purpose of culture, activity, and social connection;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report on the current use of the Old Pelham Town Hall and investigate the feasibility of repurposing Old Pelham Town Hall as a cultural centre for purposes such as, but not limited to art gallery, archive, museum, and theatre space;

AND THAT Council direct staff to explore potential grant funding opportunities to support possible re-purposing and include such opportunities within the report;

AND THAT Council direct staff to report back to Council in Q3 of 2023;

AND THAT staff be directed to include in the 2024 budget, funding to engage a consultant to perform a building condition assessment providing estimates on the required capital upgrades to achieve accessibility and zero environmental impact, for Council's consideration.

This report is written in satisfaction of the aforementioned direction. While the timing is wrong to explore this opportunity, there is merit in the concept and it may be worth revisiting later during this term of Council.

Analysis:

There are attractive aspects associated with the idea of transforming Old Pelham Town Hall into a mixed-use cultural space. The Town of Pelham does not have a dedicated art gallery, does not house its own archives, does not operate its own museum and relies upon substandard storage space at the Pelham branch of the Lincoln Pelham Union Library for artifacts owned by the Historical Society on behalf of the community. Not all community groups were canvassed in the writing of this report, but it is understood that there is unsatisfied demand for creative artistic space and potential demand for a (partially) dedicated music venue. Any or all of the foregoing might be satisfied by a repurposing of Old Pelham Town Hall, which is not a fully utilized facility.

At present, OPTH is used twice per month by the Kinsmen Club for its meetings, it is used for ballroom dancing and during the appropriate seasons the Town runs some children's camps from the facility. Beyond those structural uses, OPTH is rented to private groups for weddings, celebrations of life, stag & doe parties, etc. In Q1, 2023, the facility was used 125 times, which averages to about once per day and that includes usages as short as thirty minutes. While the facility is enjoyed by users and offers important communal space in Fenwick, its usage rate is extremely low.

Fundamentally there are two problems in proceeding with this potential project at this time. The first problem is staff resources, the second is financial resources. From the staff perspective, Council has identified 34 Action Items in the Strategic Plan. Council will recall that this was agreed to be an ambitious target for completion in less than four years (approved in March, 2023). While several items have been completed, and progress has been made on a majority of the action items, many of the strategic tasks are very large undertakings that will require years of work. Of particular importance is the fact that current action items require Town staff to be working towards a potential renovation of the Fonthill Library

branch building, determine a future for the Public Works facility on Tice Road and address serious building condition issues at Fire Station 1. Each of these projects has the potential to cost taxpayers millions of dollars, and it is conceivable that the Public Works and Fire Department buildings could be the better part of \$20,000,000. This leads to the monetary challenge: many conversations need to be held regarding town finances and critical infrastructure prior to being able to consider repurposing OPTH which will likely lead to significant required renovations, which would be entirely discretionary spending.

Further, before embarking on such an important project, a significant community engagement process would need to be undertaken to identify alternative uses, evaluate those uses, evaluate the building and services to the building with regards to being able to accommodate potential uses, report back on the findings and determined the preferred options or alternative uses for OPTH. This work has not included in any staff workplan as it is not an identified strategic initiative and there has been no budget allocated for retaining the appropriate consulting services to undertake this initial work.

Financial Considerations:

Staff do not have an estimate of how much money would be required to modify the existing facility. This would in no small part depend upon which cultural uses Council approved for the facility. Realistically the Town should adopt new debt and reserves targets (currently a work in progress and required by the strategic plan) and also determine the scope and cost of present facilities projects prior to devoting significant time and resources to this initiative.

Alternatives Reviewed:

None. If Council wishes a further report on this topic, with one or more specific areas of focus, it can direct staff to do so. It is the advice of staff to consider including this topic in the strategic plan update, provided that there is a better appreciation for the cost and feasibility regarding higher priority projects such as the future of the Tice Road Public Works facility, the future of the Fire Station 1 and renovation costs for the Pelham branch of the Lincoln Public Union Library. The timing for undertaking this work now, is not appropriate given other identified priorities of Council.

Strategic Plan Relationship: Community Development and Growth

A dedicated cultural space would be beneficial to the Town but also for any of the potential community partners that might make permanent new homes at Old Pelham Town Hall. Arts and culture are frequently cited as necessary amenities to attract new residents and function as a community of choice.

Consultation:

The Town's senior leadership team was consulted in the drafting of this report.

Other Pertinent Reports/Attachments:

None.

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer



The Corporation of the Town of Pelham

By-law No. 60-2023

Being a By-law to regulate outdoor swimming pools and hot tubs on private property in the Town of Pelham and to repeal By-law No. 3389(2013).

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") provides that the powers of a municipality under the statute or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the statute or any other Act;

AND WHEREAS section 11 of the *Municipal Act, 2001* provides that a lower-tier municipality has the authority to pass by-laws respecting the health, safety and well-being of persons, the protection of persons and property and by-laws respecting structures including fences;

AND WHEREAS section 425 of the *Municipal Act, 2001* provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

AND WHEREAS section 429 of the *Municipal Act, 2001* authorizes a municipality to establish a system of fines for offences under its by-laws;

AND WHEREAS section 434.1 of the *Municipal Act, 2001* authorizes a municipality to establish a system of administrative monetary penalties to assist the municipality in promoting compliance with its by-laws;

AND WHEREAS section 436 of the *Municipal Act, 2001* authorizes a municipality to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law, direction or order of the municipality;

AND WHEREAS section 444 of the *Municipal Act, 2001* provides that a municipality, if satisfied that a contravention of a by-law of the municipality has occurred, may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity;

AND WHEREAS section 445 of the *Municipal Act, 2001* provides that a municipality, if satisfied that a contravention of a by-law of the municipality has occurred, may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred, to do work to correct the contravention;

AND WHEREAS section 446 of the *Municipal Act, 2001* provides that if a municipality has authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter of thing shall be done at the person's expense;

AND WHEREAS the Council of The Corporation of the Town of Pelham deems it necessary and desirable to regulate outdoor swimming pools and hot tubs on private property in the Town of Pelham and to enact this By-law for that purpose;

NOW THEREFORE the Council of the Corporation of the Town of Pelham enacts as follows:

1. Purpose

- 1.1. The purpose of this By-law is to regulate the construction, maintenance and enclosure of outdoor swimming pools and hot tubs on private property in the Town of Pelham so as to protect and promote the safety and well-being of persons and property in the municipality.

2. Definitions

- 2.1. In this By-law:

"Above Ground Swimming Pool" means a Swimming Pool designed and installed in such a manner that any portion of the pool wall rises sixty (60) centimetres or more above the surrounding ground or other surface on which the Above Ground Swimming Pool is placed.

"Administrative Monetary Penalty" means a monetary penalty issued pursuant to Town By-law #4353(2022), as amended from time to time.

"Applicable Law" means all applicable by-laws of the Town and/or the Regional Municipality of Niagara and all applicable provincial and federal statutes and regulations.

"By-law Enforcement Officer" means a By-law Enforcement Officer appointed by the Town.

"Construct" means to build, install, erect, alter or relocate any Swimming Pool, Hot Tub, Enclosure, Equipment or Equipment Structure, including any preparatory work, and **"Constructed"** has a corresponding meaning.

"Council" means the Council of the Town.

"Director" means the Director of Fire and By-law Services of the Town or designate.

"Enclosure" means a permanent fence, wall, barrier or structure, or a combination of structures, surrounding a Swimming Pool to control access to it, and includes any Gate, door or entrance providing access to the enclosed area, but does not include berms, ditches, trees, hedges or other similar topographical or landscaping features.

"Equipment" means any mechanical or electrical components required for the operation of a Swimming Pool or Hot Tub and that are external to the Swimming Pool or Hot Tub including but not limited to pumps, filters and heaters.

"Equipment Structure" means a building or other structure constructed or installed to contain Equipment that is fully enclosed by a roof and walls made of materials that limit the transmission of sound generated by the Equipment contained inside.

"Fees and Charges By-law" means Town By-law #4411(2022), as enacted and amended from time to time.

"Front Lot Line" means the Lot Line along the road on which a Property fronts.

"Gate" means any part of an Enclosure that opens on hinges to provide access to the enclosed area.

"Hot Tub" means any structure, basin, chamber or tank situated outdoors that contains or is capable of containing an artificial body of heated water and is designed or intended primarily for therapeutic or bathing purposes and that may be commonly referred to as a hot tub, Jacuzzi, whirlpool, hydro massage pool, jetted tub or spa.

"In-Ground Swimming Pool" means a Swimming Pool designed and installed in such a manner that the pool wall is situated primarily below ground and rises less than sixty (60) centimetres above the ground surrounding the exterior of the In-Ground Swimming Pool.

"Lot Line" means any boundary of a Property.

"Occupant" means a Person that lawfully occupies a Property and includes Owners and lessees.

"Owner" means the registered owner of Property.

"Person" means an individual, corporation, partnership or association.

"Pool Permit" means a permit issued in accordance with this By-law.

"Property" means any land or premises within the Town.

"Rear Lot Line" means a Lot Line that is more or less parallel to the Front Lot Line and is situated at the rear of a Property.

"Side Lot Line" means a Lot Line that runs from the front to the rear of a Property and is more or less perpendicular to the Front Lot Line and the Rear Lot Line.

"Swimming Pool" means any structure, basin, chamber or tank situated outdoors that contains or is capable of containing an artificial body of water with a depth of sixty (60) centimetres or more and is designed or intended primarily for swimming or wading, and does not include ornamental ponds, ponds used for agricultural purposes, ponds use as reservoirs for firefighting, or any naturally-occurring body of water.

"Town" means The Corporation of the Town of Pelham or the geographic area of the municipality, as the context requires.

3. General Prohibition

- 3.1. No Person shall Construct or operate a Swimming Pool, Hot Tub, Enclosure, Equipment or Equipment Structure except in accordance with this By-law.

4. Swimming Pool Construction and Operation

- 4.1. No Person shall Construct or cause to be Constructed an Above Ground Swimming Pool or an In-Ground Swimming Pool without a Pool Permit.
- 4.2. Any Person may apply for a Pool Permit by making an application in writing to the Director in the form determined by the Town and/or the Director from time to time, which shall include a site sketch or location plan drawn to scale that identifies the location, dimensions and configuration of the Swimming Pool, Equipment and Enclosure.
- 4.3. An application under section 4.2 shall be accompanied by the applicable fee as established by the Fees and Charges By-law, which is non-refundable irrespective of the outcome of the Permit application.
- 4.4. Upon receipt of a complete application and the requisite fee, the Director shall review and determine the application and may impose such terms and conditions on a Pool Permit as the Director considers appropriate.
- 4.5. The Director may refuse to issue a Pool Permit or may revoke a Pool Permit where the Construction does not comply with this By-law or other Applicable Law.
- 4.6. Upon completion of Construction, the holder of the Pool Permit shall have the Swimming Pool and Enclosure inspected and approved by the Town prior to placing water in the Swimming Pool.
- 4.7. No Person shall place water or permit the placement of water in a Swimming Pool without first obtaining the approval of the Town under section 4.6 of this By-law.
- 4.8. No Person shall Construct or cause to be Constructed any Equipment that is not contained in an Equipment Structure or cause or permit any such Equipment to be located less than 3.0 metres from a Side Lot Line or a Rear Lot Line of the Property on which it is situated.
- 4.9. No Person shall Construct or cause to be Constructed any Equipment Structure or cause or permit any Equipment Structure to be located less than 1.2 metres from a Side Lot Line or a Rear Lot Line of the Property on which it is situated.
- 4.10. No Person shall Construct or cause to be Constructed, or cause or permit any Equipment or Equipment Structure to be located closer to the Front Lot Line than the main building or structure on the Property.
- 4.11. Water from a Swimming Pool may be emptied into a storm sewer or drainage ditch at a rate no greater than 300 litres per minute.
- 4.12. No person shall cause or permit water from a Swimming Pool to be emptied into a sanitary sewer.

5. Hot Tub Construction and Operation

- 5.1. No Person shall Construct or cause to be Constructed a Hot Tub unless:

- (a) the Hot Tub has an Enclosure that meets the requirements of this By-law; or
 - (b) the Hot Tub is equipped with a lockable cover that prevents access to the Hot Tub and that is secured in place and locked when the Hot Tub is not in use.
- 5.2. Water from a Hot Tub may be emptied into a storm sewer or drainage ditch at a rate no greater than 300 litres per minute.
- 5.3. No person shall cause or permit water from a Hot Tub to be emptied into a sanitary sewer.

6. Enclosure Requirements

- 6.1. Subject to section 7 of this By-law, the Owner of Property on which a Swimming Pool is located shall ensure that the Swimming Pool is surrounded by an Enclosure in accordance with this By-law.
- 6.2. The Enclosure of a Swimming Pool shall be of sound construction and shall meet the following requirements:
 - (a) it has a height of not less than 1.5 metres and not more than 1.82 meters from the surrounding ground or other surface on which the pool is placed;
 - (b) it is constructed of common fencing materials such as chain link, vertical boards, wrought iron, bricks, concrete or similar materials that provide an equal or greater level of safety as determined by the Town;
 - (c) all vertical and horizontal support structures are spaced not more than 2440 millimetres apart;
 - (d) all vertical non-structural support members are spaced not more than 100 millimetres apart;
 - (e) all horizontal non-structural support members are spaced not more than 25 millimetres apart and do not create a climbing advantage; and
 - (f) the clearance between the bottom edge of the Enclosure and the ground does not exceed 100 millimetres.
- 6.3. An Enclosure may include a wall that is part of a building provided that:
 - (a) the wall meets the requirements of section 6.2 of this By-law; and
 - (b) any doors in the wall are kept closed and locked when the Swimming Pool is not in use.
- 6.4. For Above Ground Swimming Pools with an outside wall height of more than 1.5 metres from the surrounding ground or other surface on which the pool is placed, the Enclosure may be affixed directly to all entry points such as steps and ladders or may be installed around the perimeter of any platform or deck surrounding the Above Ground Swimming Pool.
- 6.5. For Above Ground Swimming Pools with an outside wall height of less than 1.5 metres and for In-Ground Swimming Pools, the Enclosure shall be located at least 1.5 metres from the water's edge.

- 6.6. Every Enclosure shall allow access to the area in which the Swimming Pool is located by means of one or more Gates, each of which shall meet the following requirements:
- (a) it meets the requirements of section 6.2 of this By-law;
 - (b) it is constructed of materials comparable to the remainder of the Enclosure;
 - (c) it contains no barbed wire or ability to project an electrical current;
 - (d) it is affixed directly to the Enclosure;
 - (e) it is equipped with self-closing and self-latching devices on the side facing the Swimming Pool, which place the Gate in a latched position unless it is actively in use by a Person entering the Enclosure;
 - (f) it is equipped with a locking device on the side facing the Swimming Pool; and
 - (g) where two (2) Gates are immediately adjacent to one another, one Gate must be kept in a locked position and must not affect the operation of self-closing and self-latching devices on the adjacent Gate.
- 6.7. The Occupant of Property on which a Swimming Pool is located shall ensure that every Gate is kept closed and locked when the Swimming Pool is not in use.
- 6.8. The Occupant of Property on which a Swimming Pool is located shall ensure that every door in the Enclosure as described in section 6.3 of this By-law is kept closed and locked when the Swimming Pool is not in use.

7. Special Provisions

- 7.1. Notwithstanding section 6 of this By-law:
- (a) at the Property municipally known as 1363 Effingham Street, the Enclosure on the east side of the Swimming Pool shall be located not less than 1.35 metres from the water's edge;
 - (b) at the Property municipally known as 14 Michaela Crescent, the Enclosure on the west side of the Swimming Pool may be located not less than 1.2 meters from the water's edge;
 - (c) at the Property municipally known as 12 Cherry Ridge Boulevard, the Enclosure along the westerly Side Lot Line shall have a maximum height of 2.15 metres; and
 - (d) for Properties with Rear Lot Lines adjacent to the westerly boundary of Pelham Street from its intersection with Merritt Road to the north side of Welland Road at its intersection with Pelham Street, Enclosures shall have a maximum height of 1.82 metres above the centre line of Pelham Street.

8. Enforcement

- 8.1. This By-law shall be administered and enforced by the Town, the Director or By-law Enforcement Officers.

- 8.2. The Director and By-law Enforcement Officers may, for the purpose of enforcing this By-law, exercise any power, authority or remedy granted to the Town pursuant to the *Municipal Act, 2001*.
- 8.3. The Director and By-law Enforcement Officers may, at all reasonable times, enter upon and inspect any land to determine if this By-law is being complied with.
- 8.4. For the purposes of an inspection under section 8.3 of this By-law, the Director and By-law Enforcement Officers may require the production for inspection of documents or things relevant to the inspection, inspect and remove relevant documents or things for the purpose of making copies or extracts, and/or require information from a Person concerning a matter related to the inspection.
- 8.5. Where the Director or a By-law Enforcement Officer is satisfied that there has been a contravention of this By-law, they may make an Order requiring the Person who contravened the By-law or caused or permitted the contravention and/or the Owner and/or Occupant of Property where the contravention occurred to bring Property into compliance with this By-law.
- 8.6. An Order made under section 8.5 shall set out the municipal address and/or legal description of Property, reasonable particulars of the non-compliance and the date(s) by which there must be compliance with the Order.
- 8.7. An Order made under section 8.5 may be served by regular mail, registered mail or hand delivered to the last known address of the Person to whom it is issued, by email to the last known email address of the Person to whom it is issued, or by posting the Order at Property where the contravention occurred.
- 8.8. Where any Person fails to comply with an Order made under section 8.5 by the prescribed date(s), the Town may do any matter or thing necessary to bring Property into compliance with this By-law at the expense of the Person in default of the Order.
- 8.9. The Town may recover the cost of any matter or thing done pursuant to section 8.8 of this By-law by adding the cost to the tax roll and collecting it in the same manner and with the same priority as municipal taxes.
- 8.10. Where any items, materials or things are removed from Property pursuant to this By-law, the Town may immediately dispose of them or it may store them. Where an item, material or thing has been removed and stored by the Town, its Owner may reclaim it upon payment to the Town of any costs incurred by the Town in so doing. Where an item, material or thing has not been reclaimed within thirty (30) days of its removal, the Town may dispose of it forthwith.
- 8.11. Where any items, materials or things are removed from Property pursuant to this By-law, the Town shall not be liable to compensate the Owner and/or Occupant of Property or any other Person by reason of anything done by or on behalf of the Town in the reasonable exercise of its powers under this By-law.

- 8.12. No Person shall obstruct or hinder, or attempt to obstruct or hinder, the Director or a By-law Enforcement Officer in the exercise of a power or the performance of a duty under this By-law.

9. Penalty

- 9.1. Every Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to such penalties as are provided for in the *Municipal Act, 2001* and the *Provincial Offences Act*, R.S.O. 1990, c. P.33.
- 9.2. Administrative Penalty Process By-law #4352(2022), as amended, applies to each Administrative Monetary Penalty issued pursuant to this By-law.
- 9.3. Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law #4352(2022), be liable to pay to the Town an Administrative Monetary Penalty in the amount of \$250.00 for each day on which the contravention occurs or continues or such other amount as is provided for under that By-law.

10. General

- 10.1. The short title of this By-law is the "Swimming Pool and Hot Tub By-law".
- 10.2. If any provision of this By-law is found by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall remain in full force and effect.
- 10.3. If there is a conflict between a provision of this By-law and a provision of any other By-law of the Town, the provision that establishes the higher standard shall prevail.
- 10.4. This By-law shall be read with all changes in number or gender as are required by context.
- 10.5. Any reference to legislation in this By-law includes the legislation and any amendment, replacement, subsequent enactment or consolidation of such legislation.
- 10.6. The Town Clerk is hereby authorized to effect any minor modifications or corrections solely of an administrative, clerical, numerical, grammatical, semantical or descriptive nature or kind to this By-law as are determined to be necessary.

11. Repeal and Enactment

- 11.1. By-law #3389(2013), being a by-law to establish standards, regulations and maintenance requirements for swimming pools, enclosures and equipment, is hereby repealed and replaced.

12. Effective Date

- 12.1. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 01st day of November, 2023.

Marvin Junkin, Mayor

William Tigert, Town Clerk



The Corporation of the Town of Pelham

By-law No. 61-2023

Being a by-law to adopt, ratify and confirm the actions of the Council at its regular meeting held on the 1st day of November 2023.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") provides that, unless otherwise authorized, the powers of Council shall be exercised by by-law;

AND WHEREAS it is deemed desirable and expedient that the actions of the Council as herein set forth be adopted, ratified and confirmed by by-law;

NOW THEREFORE the Council of the Corporation of the Town of Pelham enacts as Follows:

- 1.** (a) The actions of the Council at its meeting held on the 1st day of November, 2023, including all resolutions or motions approved, are hereby adopted, ratified and confirmed as if they were expressly embodied in this by-law.

(b) The above-mentioned actions shall not include:
 - i. any actions required by-law to be taken by resolution; or
 - ii. any actions for which prior Ontario Municipal Board approval is required, until such approval is obtained.
- 2.** The Mayor and proper officials of the Corporation of the Town of Pelham are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.
- 3.** Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of the Corporation of the Town of Pelham to all documents necessary to give effect to the above-mentioned actions.
- 4.** This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 1st day of November, 2023.

Marvin Junkin, Mayor

William Tigert, Town Clerk